

**EAST PETERSBURG BOROUGH
COMMITTEE MEETING MINUTES**

January 23, 2025 6:00 p.m.

Held in person: 6051 Pine Street, East Petersburg, PA

CALL TO ORDER: Meeting was called to order by John Schick, Vice-President of Borough Council, at 6:00 p.m. with a moment of silence, and Pledge of Allegiance.

ROLL CALL: Council Members: Debra Miller – President (Absent), John Schick - Vice President, Adam Gochnauer - ProTem, John Herr - Member, Randy Rannels - Member, William Sharp - Member, Sandra Valdez – Member (Absent)
Mayor - James Malone, Borough Manager - Karen St. Clair, Borough Solicitor - Amy Leonard

VISITORS: Karyl Carmignani, Don Kissinger, Cappy Panus, Sam Maurer IV, Tammy & Jef Moseman, Mark Cohen, Violet DeStefano, Jarod Carpenter, James Swarr, Josh Roberts

I. PUBLIC COMMENTS:

1. **Miranda Weiss – Girl Scout Cadette** – Was not in attendance. She will attend the 2/27/2025 meeting.

II. AGENDA ITEMS FOR DISCUSSION AND REVIEW ONLY

1. **Violet DeStefano: Discuss “special need registry” for emergency preparedness**

This registry would enhance the emergency services' ability to serve residents in a timely and effective manner during an emergency or disaster. Many surrounding counties have implemented special need registries. Lancaster does not have this yet. Lancaster County Department of Public Safety currently does not have the ability to store this information with their computer aided dispatch; they are looking to upgrade to be able to capture this information. All first responders in East Petersburg do have the Active 911 app and the information collected through a special need registry could be used through this app for pre-planning, or when they go out on calls. Violet DeStefano would like to move forward with the Special Needs Registry and working with Manger St. Clair and the Solicitor to ensure legal compliance in preparing documents.

This will be put on the next agenda for a vote. If this is approved, the documents would go to council for approval prior to being mailed out with the billings. The form could also be put on the website, email blast, and into the newsletter. The voluntary response from the residents will determine how great the need is for this registry.

2. **Karen/Amy: Planning Commission policy**

The Borough's Planning Commission was first established by Ordinance number 4, in 1948 to create the 7-member board. We currently only have 6 members. We are having a hard time filling the open seat.

The final piece of large land in the borough has been developed, and there has only been a hand full of meetings over the last several years.

An amendment to the ordinance will be worked on to reduce the number of members from 7 to 5.

3. **Karen/Amy/Mayor: Resolution between council and mayor to authorize Borough Manager to act within the executive branch with NLCRPD?**

It was agreed that there is no issue warranting this at this time. If a need arises a resolution will be established.

4. **Karen: update on projects and future grants**

There will be many projects on the 2/4/2025 agenda to advertise to put out to bid: Park Improvement Grant Project, Lemon Street Ultrathin Project, Basketball Court & Parking Lot Overlay Project, and Pine Street Water Main Replacement Project. The State Street Pipelining Project will come later.

With Pine Street Water Main Project coming up, it was discussed making Pine Street one-way heading south between State and New. Councilmember Sharp and Councilmember Herr talked to residents on Pine Street re: making this section one way and there were concerns that it will lead to speeding.

This could be tested and evaluated with a temporary measure by resolution before making it a permanent ordinance. A letter will be sent to residents/homeowners near this portion of Pine Street to notify them of a special meeting on February 27, at 6:00 p.m., at the start of the committee meeting, to further discuss the proposed traffic change. The special meeting will be advertised.

5. Karen: follow-up 5890 Main Street – stormwater issue

Owner of property said there is a stormwater issue behind his barn. This was checked out by Staff for layout and sloping in this area, and it was determined that the water actually flows away from this property. It was pointed out that it could be a spouting issue on his property. Lancaster County Historical Society sent a letter thanking East Petersburg Council for preserving a historical property.

6. Makers Market – Christmas in July Event

Application was received requesting use of the park & amphitheater on July 19, 2025 for this event. Everything is the same as last year. If this is approved, Violet DeStefano will work with Megan on emergency planning.

7. Review Account Payables 01/23/2025

No additions to the regular bills.

8. Karen: Review 4Q24 Financials

Manager St. Clair reviewed the 4Q 2024 Financials for General, Water and Trash with councilmembers.

9. Fire Company Financials – for review only: Reviewed by Council.

10. Misc. Items:

John Herr said Lancaster Bike Club has grant money available. The borough will apply for this grant after the park grant is finished and we determine what is left that we still need.

III. ACTION ITEMS

- 1. *It was moved and seconded (R. Rannels / J. Herr) with unanimous approval by the board, to approve October 2024 Committee Meeting Minutes.***

IV. EXTRA ITEMS: Issues arising in the last 24 hours: None.

V. ANNOUNCEMENTS:

- The next Brough Council meeting will be held on Tuesday, February 4, 2025 at 7:00 p.m. and the next committee meeting will be on Thursday, February 27, 2025.
- Planning Commission will hold a meeting on Thursday, February 20, 2025 to review a special exception.
- Trash Pick-up is Saturday this week.

EXECUTIVE SESSION FOR LEGAL MATTERS: None.

ADJOURNMENT: 7:42 p.m.

Respectfully Submitted,
Kim Strayer, Recording Secretary

**EAST PETERSBURG BOROUGH
COMMITTEE MEETING MINUTES**

February 27, 2025 6:00 p.m.

Held in person: 6051 Pine Street, East Petersburg, PA

ROLL CALL: Council Members: Debra Miller – President, John Schick - Vice President, Adam Gochnauer - ProTem, John Herr - Member, Randy Rannels - Member, William Sharp - Member, Sandra Valdez – Member
Mayor - James Malone (Absent), Borough Manager - Karen St. Clair, Borough Solicitor - Amy Leonard, Borough Engineer – Michael Bingham
Staff Members: Jeff Moseman, Scott Liggins

VISITORS: Karyl Carmignani, Jerry Eidemiller, Tammy Moseman, Cheryl Maurer, Samuel Maurer IV, James Swarr, Jamie Rohrer, Jim Feaga, Samuel Maurer, V. Mergenthaler, Frank Yunginger, Duane Breneman, Caleb Simmers, Mark Cohen, Amy Leid, Amanda Campbell, Amy Swanger, Josh Roberts, Naomi Beach, Michaela Sharp, Pam Gochnauer, Mitchell Hanna, Wanda Hershey, John Nolt, Sharon Winters, Dave Winters, Jill Otthofer, Dan Otthofer, Erika Otthofer, Dereck Duffy, John Ranauro, Nick Ranauro, Eric McComsey, Jay Parrish, Sarah Maughan, Brad Maughan, K. Grimaldi, Kathy Herr

***SPECIAL MEETING CALLED TO ORDER:** Meeting was called to order by Debra Miller, President of Borough Council, at 6:00 p.m. with a moment of silence, and Pledge of Allegiance.

- 1. TRAFFIC CHANGE DISCUSSION:** Manager St. Clair opened the meeting up to public discussion regarding a proposed traffic change: Making Pine Street a one (1) way street – north to south.
Numerous residents voiced concern that this change would cause many issues; increase in speeding, delay in time for emergency vehicles to arrive to calls on this street, and an increase in traffic.
The consensus of the residents from Pine Street was that they did not want this change.
Michael Bingham will check on reported overgrown trees in the site triangle at the intersection of Pine St. and State St.

ADJOURNMENT OF SPECIAL MEETING: 7:02 P.M.

***REGULAR MEETING CALLED TO ORDER:** Meeting was called to order by Debra Miller, President of Borough Council, at 7:05 p.m.

I. VISITORS/PUBLIC COMMENTS:

- 1. Jeff Kish – HYA (Hempfield Youth Association)** – HYA recently received a grant for improvements at their fields and would like to use a portion of this grant to improve the ball field at 2575 Graystone Road. They would like to install upper and lower softball field concrete pads in and around backstop and dugouts. They have applied for a permit but because it is on borough property the borough will need to approve this. The contractor will need to name the borough as additional insured, and the work will need done to specs.

II. AGENDA ITEMS FOR DISCUSSION AND REVIEW ONLY

1. PFAS Settlement

Attorney Brett Land reached out to the borough solicitor regarding representing the borough in a class action lawsuit claim against the manufacturers of liquid foam. He represents 100 other public water systems addressing PFAS. We are currently under the Pennsylvania threshold for testing for this. Attorney fees are contingent upon recovery at 25%; there is no fee if there is no recovery. This information is publicly available.

2. Location of EP Pool vending machines; (1) snacks and (1) drinks

There is an area in a back room where the vending machines can be accessed by all. Putting the machines inside will lower risks. The contract will be between HARC and the vending company which alleviates the borough of liability. Council will review the contract.

3. Review projects that went out to bid; Lemon Street, Park/Basketball, Fog Seal-Hollow & Stevens

Lowest bids are as follows:

Lemon St. Ultra-thin Paving project - Asphalt Maintenance Solutions LLC \$125,987.59.

Basketball Court & Parking Lot Paving project - Martin Paving \$68,480.00.

Hollow Dr. & Steven St. Fog Seal project - Midland Asphalt \$80,905.44.

The bid packages are being reviewed by the borough solicitor, and borough engineer.

4. Review State Street Pipelining Quote

The quote through co-star came in at \$253,999.00 with 10 yr. warranty, but there is concern that this amount could go up, depending on what they find in the pipe, or if the jet would cause further damage. Michael Bingham said it is possible to get a lower quote if we put this out to bid and it could be put into the contract that they will be responsible for breakage of the pipe.

It was decided to proceed with getting a video camera in the pipe to see what the true condition of the pipe is: cost for video should not exceed \$2,000.00. It was also decided that after the video is done, Michael will put together specs for material and workmanship with a 5-year warranty on both.

5. 2025 LCCD (Lancaster County Conservation District) MOU

The borough solicitor and borough engineer have reviewed the MOU. There were no issues.

6. Hometown Hero Banner Program

No tax dollars will be used for this project. It is funded by donations through the Lions Club. Old banners will be replaced with a new round of banners. The old banners are double sided so they cannot be given to families. The banner chosen is HTH-28; size 30" x 60". PPL will be contacted to find out if we can hang them lower and over the sidewalk. Don Brubaker will be contacted re: hanging the banners. Donation containers will be put in businesses around the borough.

7. Hands on House Children's Museum Touch a Truck – Saturday, April 26, 2025

Ryan McKinley will transport the Street Sweeper to and from the event and be there during the event.

8. Resolution 912 – Disposition of Records

A list has been established in accordance with the Municipal Records Manual.

9. Review FY2024 financial audit

Audit is finished. There were no findings and everything looked good. A resolution will be established to outline the capital reserve fund. It was recommended to pay for streetlights with liquid fuels. Tapping fee is outdated; this will be looked into. The audit will be on next week's agenda for approval.

10. Review Account Payables 02/27/2025

No additions to the regular bills.

11. Misc. Items

John Schick – Would like a letter sent to PennDOT regarding putting up a sign at State & Main restricting large trucks from making right turns at the intersection.

Debra Miller - Fire CO. received a grant for 16,322.00.

Sandra Valdez – PA Dept. of Banking & Security Scam Jam Bingo will be held on Wednesday, March 19 12:30 – 3:30 at 57 Laurel St. Lancaster, PA. This event is to provide seniors with information on scamming.

12. Fire Company Financials – for review only: Reviewed by Council.

III. NEW BUSINESS - ACTION ITEMS – Council may discuss/deny/approve.

1. *It was moved and seconded (A. Gochnauer/R. Rannels) with unanimous approval by the board, to approve January 2025, Committee Meeting Minutes.*
2. *It was moved and seconded (W. Sharp/A. Gochnauer) with unanimous approval by the board, to approve PFAS Legal Service Agreement between East Petersburg Borough and the law firm of Baron & Budd, P.C., and Cossick, Sumich, Parisiola & Taylor, LLC. Attorney fees are contingent upon recovery at 25%. No recovery, no fee.*
3. *It was moved and seconded (S. Valdez/J. Schick) with unanimous approval by the board, to award the lowest bidder, AMS – Asphalt Maintenance Solutions LLC the Lemon Street Ultra-Thin Paving project in the amount of \$125,987.59. The approval is contingent upon review of all documents by the borough solicitor and borough engineer.*
4. *It was moved and seconded (S. Valdez/J. Schick) with unanimous approval by the board, to award the lowest bidder, Martin Paving Inc. the Basketball Court & Parking Lot Paving project in the amount of \$68,480.00. The approval is contingent upon review of all documents by the borough solicitor and borough engineer.*
5. *It was moved and seconded (W. Sharp/R. Rannels) with unanimous approval by the board, to award the lowest bidder, Midland Asphalt the Fog Seal project of Hollow Dr. & Stevens in the amount of \$80,905.44. The approval is contingent upon review of all documents by the borough solicitor and borough engineer.*
6. *It was moved and seconded (J. Schick/A. Gochnauer) with unanimous approval by the board, to proceed with the Hometown Heroes Banner Program with HTH-028, 30" x 60" banner, post the program information to the borough's website and send out an email blast about the program. The deadline to submit an application with a photo of a hometown hero in uniform is April 7, 2025. Contingent upon there is no further action with PPL or cost to the borough to relocate post.*
7. *It was moved and seconded (R. Randy/J. Schick/) with unanimous approval by the board, to approve Hempfield Youth Association (HYA) to pave the dugout and behind home plate backstop at the Softball field located at 2575 Graystone Road with review by engineer.*

IV. EXTRA ITEMS: Issues arising in the last 24 hours: None.

V. ANNOUNCEMENTS:

- The next Borough Council meeting will be held on Tuesday, March 4, 2025 at 7:00 p.m. and the next committee meeting will be on Thursday, March 27, 2025.

EXECUTIVE SESSION FOR LEGAL MATTERS: None.

ADJOURNMENT: 8:43 p.m.

Respectfully Submitted,
Kim Strayer, Recording Secretary