



EAST PETERSBURG BOROUGH COUNCIL MEETING
Held in person: 6051 Pine Street, East Petersburg, PA
January 7, 2025 - 7:00 p.m.
Meeting Minutes

CALL TO ORDER: Meeting was called to order by Debra Miller, President of Borough Council, at 7:00 p.m. with a moment of silence and Pledge of Allegiance.

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

VISITORS: Karyl Carmignani, Don Kissinger, Caleb Simmers, James Rohrer, Don Schoenberger, Amy Swanger, Joyce & Frank Mokros, Brendan Garrett

VISITOR COMMENTS: None.

BILL PAYMENT: Reviewed by Council - No additions to the regular bills.

REPORTS

Police: Report submitted to Council. Not in attendance.

Mayor: Mayor Malone read the Proclamation for "International Holocaust Remembrance Day" calling on all residents of the Borough to join in observing this day annually, on January 27, and to consider taking part in "Lighting up Yellow".

Penn State Life Lion EMS: Report submitted to Council. There were 25 calls in EP in December. Scott Buchle, Director for Penn State Health Life Lion, was in attendance and reported the following for 2024: One year ago the Lancaster Manager left, and they have since consolidated. They cover 5 counties and 64 municipalities, and most meetings are on the same night. There were 313 calls in the borough; 260 covered by Life Lion and 53 covered by mutual aid. They received 15,000 - 911 calls in the county not including the non-emergency transports. Calls and costs are on the rise and staffing has been an issue. They experienced an unprecedented staffing turnover. To help resolve this issue, EMS pay has been increased, and ongoing hiring is taking place with incentives, while keeping retention in mind. The organization has also subcontracted with other EMS agencies to help with non-emergency transports. They are still committed to the community even with the challenges. Mr. Buchle apologized for the absence and said they will be more committed to this in the future. Any concerns can be given to the borough office, and they will be addressed by Penn State Life EMS. Membership renewal will be sent out in Spring.

Emergency Services Coordinator: Report submitted to Council. Not in Attendance.

Fire Dept.: Report submitted to Council. James Rohrer reviewed the report. They responded to 23 calls in December; 7 were in the borough. Fire Dept. and Borough office will work on a policy to handle in-house emergency situations. Office of Aging was contacted to look into a situation that was encountered on a call.

Borough Manager: Report submitted to Council. Manager St. Clair reviewed her report with Council. Staff took Active Shooter Training. LIMC fee decreased to 250.00 for 2025. Auditors were in the office to begin preparing for the 2024 audit and will return Jan. 29-31 to finish up. Bid for Traffic Signal project at Graystone and Main was received from JV Grooves in the amount of 875,000.00. To extend trash removal contract past 12/31, we must notify Good's in writing 4 months prior to that date. Historical Society was contacted re: Request to demolish/rebuild barn at 5890 Main St. Sam Maurer, President of the Historical Society toured the barn and found it to be in good condition and in his opinion there are no safety concerns. He feels removing the barn would destroy the character & integrity of this historical property and recommends the request be denied.

Department Managers MS4/Public Works/Water: Reports submitted to Council. Major repair to water main was done on Rainbow Dr.

Zoning Officer / Property Violations: Reports submitted to Council. Michael Bingham, Zoning Officer recommends not approving the barn demolition at 5890 Main St. due to incomplete application.

Solicitor/Collections: No updates to report.

HARC: No updates to report.

OLD BUSINESS: The next committee meeting will be held January 23, 2025.

NEW BUSINESS – Action Items:

President Miller asked if there were any questions about the action items. There were no questions.

1. *It was moved and seconded (Councilmember Valdez, Councilmember Herr) with unanimous approval by the board, to appoint the following service organizations:*
 - Solicitor – Henry & Beaver Law Firm
 - General Borough Engineer - Systems Design Engineering or appointed by project
 - Zoning Officer - Systems Design Engineering
 - Sewage Enforcement Officer - Systems Design Engineering
 - Property Maintenance Enforcement Officer - Systems Design Engineering
 - UCC Compliance Officer - Systems Design Engineering
 - Water Engineer - Systems Design Engineering
 - Zoning Hearing Solicitor - Janice Longer - Law office of Appel, Yost & Zee
 - Auditor - White & Rudy, CPA's
2. *It was moved and seconded (Councilmember Schick, Councilmember Herr) with unanimous approval by the board, to approve December 3, 2024, Council Meeting Minutes.*
3. *It was moved and seconded (Councilmember Valdez, Councilmember Schick) with unanimous approval by the board, to approve Resolution 908, appointing Samuel Maurer IV, as zoning hearing board member.*
4. *It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) with unanimous approval by the board, to approve Resolution 909, updating appointment list for 2025.*
5. *It was moved and seconded (Councilmember Herr, Councilmember Schick) with unanimous approval by the board, to not approve the Horst request to remove the barn at 5890 Main Street. This was based on an incomplete application.*
6. *It was moved and seconded (Councilmember Rannels, Councilmember Gochnauer) with unanimous approval by the board, to approve the 2025 fire police event schedule and to include any additional.*
7. *It was moved and seconded (Councilmember Gochnauer, Councilmember Schick) with unanimous approval by the board, to approve TOA phase 3, bond number SU1184172 escrow release in the amount of \$172,816.74 for site improvements. The request has been reviewed and approved by Michael Bingham of System Design Engineering.*
8. *It was moved and seconded (Councilmember Gochnauer, Councilmember Schick) with unanimous approval by the board, to approve TOA phase 3, bond number SU1184173 escrow release in the amount of \$20,902.50 for water improvements. The request has been reviewed and approved by Michael Bingham of System Design Engineering.*

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

ANNOUNCEMENTS:

- A. The next Borough Council meeting will be held on Tuesday, February 4, 2025 at 7:00 p.m.
- B. Appeals Board January 9 - 7 PM as needed
- C. Planning Commission January 16 - 7 PM as needed
- D. Zoning Hearing January 22 - 7 PM as needed
- E. Committee January 23 - 6 PM
- F. Tree Chipping Event will be held on January 11, from 8:00 – 2:00. Sign up for pick-up at the office.
- G. If a snow event happens and a snow emergency is declared, it will be posted on the website and WGAL.
- H. Trash pick-up will be delayed by one day this week, due to the bad weather earlier in the week.

EXECUTIVE SESSION FOR LEGAL AND PERSONNEL: None

ADJOURNMENT: 7:52 p.m.

Respectfully Submitted,
Kim Strayer, Recording Secretary



EAST PETERSBURG BOROUGH COUNCIL MEETING
Held in person: 6051 Pine Street, East Petersburg, PA
February 4, 2025 - 7:00 p.m.
Meeting Minutes

CALL TO ORDER: Meeting was called to order by Debra Miller, President of Borough Council, at 7:00 p.m. with a moment of silence and Pledge of Allegiance.

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, Borough Manager: Karen St. Clair

VISITORS: Karyl Carmignani, Tammy & Jeff Moseman, Don Kissinger, James Swarr, Kristin Troop, Brenda Garrett, Amy Swanger, Violet DeStefano, Dereck Duffy, Josh Roberts, Jamie Rohrer, Caleb Simmers, Fran & Joyce Mokros, William Martinez, Kevin Harley

VISITOR/COMMENTS

East Petersburg Events Committee: Kristin Troop gave changes/additions to the 2025 Events. There will not be a car show in East Petersburg this year. April 12-Bingo Fundraiser; June 14-Yard Sale & Chicken BBQ; June 27-Movie in the Park w/Food Trucks/Music and Fireworks; July 11-Summer Fest w/Beer Garden & Music; August 8-Food Trucks & Music, August 30-Blues Fest w/Beer Garden; Sept 16-20 East Pete Days, October 4-Pumpkin Fest, December 12&13-Santa in the Park.

Kevin Harley: Thanked snow removal team in East Petersburg Borough for doing a great job. Also, asked for update on pickleball court; Manager St. Clair said this will be discussed further at the end of March.

BILL PAYMENT - Reviewed by Council - No additions to the regular bills.

REPORTS

Police: Report submitted to Council. Chief Kilgore reviewed the complete year-end report with Council. The regional policing concept continues to save its partners money. Vehicle accidents are up due to increase in traffic flow. Traffic stops have increased. Currently testing out a trial of Urban SDK Traffic Management Software. The entire report can be found on the NLCRPD website <https://Lancaster.crimewatch.pa.com/NLCRPD>.

Mayor: James Malone: Attended Lancaster County Mayors Assoc. mtg & PA State Mayors Association mtg.

Penn State Life Lion EMS: Report submitted to Council. There were 25 calls in January in the Borough.

Emergency Services Coordinator: Violet DeStefano reviewed monthly report and annual report with Council. Hazard Mitigation Plan is currently under review until 3/1/25. This information will be put on the website. Looking into creating a volunteer position to support emergency operations if Ms. DeStefano is not available.

Fire Dept.: Chief Rohrer reviewed the monthly report and the year-end report with Council. They responded to 37 calls in January. In 2024, they responded to 354 incidents. The recruitment and retention team is doing a great job – there are 18 new members. Received grant to replace 20-year old nozzles. Working to lower ISO classification for insurance purposes. TOA is considering holding a blood drive.

Borough Manager: Manager St. Clair reviewed her report with Council. Auditors finished last week. We will receive the report next month. Ryan McKinley finished 90 day probation period and is now a full time employee. Connection of water lines at Wolf Circle and Jackson Dr. Solicitor has created an easement agreement for this. Plan to use liquid fuels surplus for Fog Seal on Hollow and Stevens Dr. and sidewalks on upper Lemon St. Columbia Borough Yard Waste Facility has increased Yard Waste fee by 5.00 per ton. Many projects are ready to go out to bid. Project schedule will be posted on the website. White & Rudy, CPA to provide quarterly and annual payroll tax services for the Borough.

HARC: Food vendors are not coming back for this pool season. Would like to have 2 vending machines.

Department Managers MS4/Public Works/Water: Reports submitted to Council.

Zoning Officer/Property Violations: Reports submitted to Council.

Solicitor/Collections: Report submitted to Council.

OLD BUSINESS: Committee Meeting Topics – Special Needs Registry, PC Policy, Res. for Borough Manager to act within the executive branch with NLCRPD, update on projects & future grants, follow-up 5890 Main stormwater issue, Makers Market 2025, AP 1/23/2025, 4Q24 financials, fire co. financial review, 10/2024 meeting minutes

NEW BUSINESS – Action Items:

President Miller asked if there were any questions about the action items. There were no questions.

1. *It was moved and seconded (Councilmember Schick, Councilmember Rannels) with unanimous approval by the board, to approve January 7, 2025, Council Meeting Minutes.*
2. *It was moved and seconded (Councilmember Sharp, Councilmember Herr) with unanimous approval by the board, to approve moving forward with the Special Needs Registry and working with the Borough Manager and Solicitor to ensure legal compliance in preparing documents.*
3. *It was moved and seconded (Councilmember Schick, Councilmember Gochnauer) with unanimous approval by the board, to approve advertisement for a “special meeting” notice for proposed traffic change to discuss the potential ordinance amendment to make Pine Street a one-way street from north to south.*
4. *It was moved and seconded (Councilmember Schick, Councilmember Gochnauer) with unanimous approval, to mail a letter to residents living on Pine Street inviting them to the special meeting about a proposed traffic change to discuss the potential ordinance amendment to make Pine Street a one-way street from north to south.*
5. *It was moved and seconded (Councilmember Valdez, Councilmember Rannels) with unanimous approval by the board, to advertise the Community Park Project out to bid contingent upon review from the Borough Solicitor, Amy Leonard, and the Department of Conservation & Natural Resources (DCNR).*
6. *It was moved and seconded (Councilmember Schick, Councilmember Herr) with unanimous approval by the board, to advertise the Pine Street Water Main Replacement-Phase1: State Street to Hershey Avenue out to bid.*
7. *It was moved and seconded (Councilmember Sharp, Councilmember Schick) with unanimous approval by the board to advertise Lemon Street Ultrathin and Fog Seal Project for Hollow Drive and Steven Street out to bid.*
8. *It was moved and seconded (Councilmember Herr, Councilmember Rannels) with unanimous approval by the board, to advertise Basketball & Parking Lot Overlay Project out to bid.*
9. *It was moved and seconded (Councilmember Valdez, Councilmember Sharp) with unanimous approval by the board, to approve Maker’s Market Event on July 19, 2025, pending receipt of Certificate of Insurance naming East Petersburg as additional insured.*
10. *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 for 2024.*
11. *It was moved and seconded (Councilmember Schick, Councilmember Herr) with unanimous approval by the board, to approve the 2025 PA Classics Soccer Tournaments.*
12. *It was moved and seconded (Councilmember Gochnauer, Councilmember Sharp) with unanimous approval by the board, to upload the Borough’s Project Timeline on the borough’s website.*
13. *It was moved and seconded (Councilmember Gochnauer, Councilmember Rannels) with unanimous approval by the board, to approve the 6251 Jackson Drive Easement for water line extension for Wolf Circle and Jackson Drive.*
14. *It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) with unanimous approval by the board, to approve Resolution 910, 2025 Yard Waste Agreement with Columbia Borough.*

15. It was moved and seconded (Councilmember Gochnauer, Councilmember Schick) with unanimous approval by the board, to approve sending letter of cancellation to Ledger Right Accounting.

16. It was moved and seconded (Councilmember Valdez, Councilmember Gochnauer) with unanimous approval by the board, to approve Resolution 911, for White & Rudy CPA to provide quarterly and annual payroll tax services.

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

ANNOUNCEMENTS:

- A. The next Borough Council meeting will be held on Tuesday, March 4, 2025 at 7:00 p.m.
- B. Appeals Board February 13 - 7 PM as needed
- C. Planning Commission February 20 - 7 PM
- D. Zoning Hearing February 26 - 7 PM
- E. Committee February 27 - 6 PM
- F. The office will be closed Monday, February 17th in observance of President's Day.

EXECUTIVE SESSION FOR LEGAL AND PERSONNEL: None

ADJOURNMENT: 8:42 p.m.

Respectfully Submitted,
Kim Strayer, Recording Secretary



EAST PETERSBURG BOROUGH COUNCIL MEETING
Held in person: 6051 Pine Street, East Petersburg, PA
March 4, 2025 - 7:00 p.m.
Meeting Minutes

CALL TO ORDER: Meeting was called to order by Debra Miller, President of Borough Council, at 7:00 p.m. with a moment of silence and Pledge of Allegiance.

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

VISITORS: Karyl Carmignani, Jeff Moseman, Samuel Maurer V, Joyce Mokros, Kevin Harley, Madelyn Rohrer, Lauren Cohen, Krissy Silio, Jamie Rohrer, Brenda Garrett

VISITOR/COMMENTS

1. Maddy Rohrer and Krissy Silio - East Petersburg Fire Department
EP Fire Dept. would like to hold a Touch a Truck/ Food Truck Event at the park on May 4th from 11:00 – 4:00. Tables will be available for businesses, non-profits, possibly some cars, EMS, and Fire Safety. They will contact Manager St. Clair re: paperwork.

2. Sam Maurer V asked for more information on the suspicious activity alert he received from the school district today. He was told to contact William Gleeson, the safety & security officer for Hempfield school district.

BILL PAYMENT: Reviewed by Council - No additions to the regular bills.

REPORTS

Police: Report submitted to Council. Reports are also available online on the Crimewatch website for NLCRPD.

Mayor: James Malone – There has been bidding threshold changes put into legislation: 3 written or telephonic purchase bids will be required for projects ranging 12,900 – 23,800.00. Formal bidding will be required for purchases and contracts over 23,800.00.

Penn State Life Lion EMS: Report submitted to Council. There were 25 calls in February in the Borough. James Rohrer said EMS agencies are now having to answer calls out of their areas more frequently. We might want to look into this further.

Emergency Services Coordinator: Report submitted to Council. TOA will be holding a Blood drive at the EP Fire Dept. on July 24.

Fire Dept.: Chief Rohrer reviewed the monthly report with Council. There were 25 calls in February; 8 of them were in East Petersburg Borough. Chief Rohrer pointed out that Maddy Rohrer, Krissy Silio, and Lauren Cohen who were all in attendance, are part of the 10 female volunteers at the FD.

Borough Manager: Report submitted to Council.

Department Managers MS4/Public Works/Water: Reports submitted to Council.

Zoning Officer/Property Violations: Reports submitted to Council.

Solicitor/Collections: Report submitted to Council. John Schick said he heard there might be another attorney working on the PFAS settlement. He will look into this more.

OLD BUSINESS: Committee Meeting Topics – Special Meeting to discuss proposed traffic change on Pine St., PFAS Settlement, Location of EP Pool vending machines, Review projects that went out to bid; Lemon St., Park/Basketball, Fog Seal-Hollow Drive and Stevens St., State Street pipeline quote, 2025 Lancaster County Conservation District MOU, Hometown Hero Banner Program, Hands on House Children's Museum Touch-a-Truck, Disposition of Records, Review FY2024 financial audit, AP 2/27/2025, 4Q24 financials, Fire Co. financial review, 1/23/2025 meeting minutes

NEW BUSINESS – Action Items:

NEW BUSINESS—Action items:
President Miller asked if there were any questions about the action items. There were no questions.

1. *It was moved and seconded (Councilmember Herr, Councilmember Rannels) with unanimous approval by the board, to approve February 4, 2025, Council Meeting Minutes.*
2. *It was moved and seconded (Councilmember Rannels, Councilmember Gochnauer) with unanimous approval by the board, to approve EP Fire Co. Touch-a-Truck & Food Truck Event in the park on Saturday, May 4, 2025 from 11:00 – 4:00.*
3. *It was moved and seconded (Councilmember Schick, Councilmember Valdez) with unanimous approval by the board, to approve the 2025 LCCD (Lancaster County Conservation District) Memorandum of Understanding*
4. *It was moved and seconded (Councilmember Gochnauer, Councilmember Schick) with unanimous Approval by the board, to approve Ryan McKinley transporting the Street Sweeper to the annual Hands-on-House Children's Museum for Touch-a-Truck event on Saturday, April 26, 2025, from 10:00 a.m. – 2:00 p.m.*
5. *It was moved and seconded (Councilmember Valdez, Councilmember Gochnauer) with unanimous approval by the board, to approve the Financial audit for fiscal year 2024.*
6. *It was moved and seconded (Councilmember Schick, Councilmember Herr) with unanimous approval by the board, to approve Resolution 912, Disposition of Records.*
7. *It was moved and seconded (Councilmember Sharp, Councilmember Schick) with unanimous approval by the board, to approve the updated Events Schedule for 2025.*

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

ANNOUNCEMENTS:

- ANNOUNCEMENTS:**
- A. The next Borough Council meeting will be held on Tuesday, April 1, 2025 at 7:00 p.m.
- B. Appeals Board March 13 - 7 PM as needed
- C. Planning Commission March 20 - 7 PM
- D. Zoning Hearing March 26 - 7 PM
- E. Committee March 27 - 6 PM

EXECUTIVE SESSION FOR LEGAL AND PERSONNEL: None

ADJOURNMENT: 7:28 p.m.

Respectfully Submitted,
Kim Strayer, Recording Secretary