



## East Petersburg Borough

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

**Borough Council:** 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

**Staff:** Karen St. Clair - Borough Manager

### COUNCIL MEETING AGENDA

January 7, 2025

1. **Call to order, moment of silence, and Pledge of Allegiance**
2. **Visitors/Comments from public**
  - A. Scott Buchle, Penn State Health Life Lion
3. **Financial: Bill payment review**
4. **Report Review**
  - A. Police – Chief Kilgore
  - B. Mayor – James Malone
  - C. Penn State Life EMS
  - D. EMC - Violet DeStefano
  - E. Fire Company – James Rohrer
  - F. Borough Manager – Karen St. Clair
  - G. Public Works, Water, and MS4/Project Reports
  - H. Zoning Officer – System Designs Engineering
  - I. Permits Issued
  - J. Current Property Violations
  - K. Solicitor – Amy Leonard
  - L. Collections – Amy Leonard
  - M. HARC – Debra Miller
5. **Old Business**

Committee Meeting Topics – Next meeting will be held January 23, 2025.
6. **New Business – Action Items**
  - A. Motion to approve Appointed Service Organizations for 2025:
    - Solicitor - Henry Beaver Law Firm
    - General 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 - System Design Engineering
    - Zoning Hearing Solicitor - Janice Longer, Law office of Apell, Yost and Zee
    - Auditors – White and Rudy, CPA's
  - B. Motion to approve December 3, 2024, Council Meeting Minutes.
  - C. Motion to approve Resolution 908, appointing Samuel Maurer IV, as member of the Zoning Hearing Board.
  - D. Motion to approve Resolution 909, updating appointment list for 2025.
  - E. Motion to not approve Horst's request to remove & rebuild the barn located at 5890 Main Street.
  - F. Motion to approve 2025 Fire Police Events Schedule to include any additional.
  - G. Motion to approve Traditions of America Phase 3, Bond Number SU1184172 Escrow Release Request in the amount of \$172,816.74 for site improvements. The request has been reviewed and approved by Michael Bingham of SDE-Systems Design Engineering.
  - H. Motion to approve Traditions of America Phase 3, Bond Number SU1184173 Escrow Release Request in the amount of \$20,902.50 for water improvements. The request has been reviewed and approved by Michael Bingham of SDE-System Design Engineering.
7. **Extra Items: Issues arising in the last 24 hours.**

**8. Announcements**

- A. The next Borough Council meeting will be held on Tuesday, February 4, 2025.
- 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 at EP Community park in the parking lot. Sign up for pick up at the borough office. Donations will be collected.
- G. If a snow event happens and a snow emergency is declared, it will be posted on the website and WGAL.

**9. Executive session for legal & personnel matters (if needed)**

**10. Adjournment**



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**Mayor:** James Malone

**Staff:** Karen St. Clair - Borough Manager

### COUNCIL MEETING AGENDA

February 4, 2025

1. **Call to order, moment of silence, and Pledge of Allegiance**
2. **Visitors/Comments from public**  
East Petersburg Events Committee
3. **Financial: Bill payment review**
4. **Report Review**
  - A. Police – Chief Kilgore
  - B. Mayor – James Malone
  - C. Penn State Life EMS
  - D. EMC - Violet DeStefano
  - E. Fire Company – James Rohrer
  - F. Borough Manager – Karen St. Clair
  - G. Public Works, Water, and MS4/Project Reports
  - H. Zoning Officer – Systems Design Engineering
  - I. Permits Issued
  - J. Current Property Violations
  - K. Solicitor – Amy Leonard
  - L. Collections – Amy Leonard
  - M. HARC – Debra Miller
5. **Old Business**

Committee Meeting Topics – Special Needs Registry, PC policy, Res. for borough manager to act within the executive branch with NLCRP, update on projects & future grants, follow-up 5890 Main stormwater issue, Makers Market 2025, AP 1/23/25, 4Q24 financials, fire co. financial review, 10/2024 meeting minutes
6. **New Business - Action Items – Council may discuss/deny/approve**
  - A. January 7, 2025, Council Meeting Minutes.
  - B. Violet De Stefano moving forward with Special Needs Registry and working with borough manager & solicitor to ensure legal compliance in preparing documents.
  - C. Advertise 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.
  - D. 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.
  - E. Advertise Community Park Project out to bid contingent upon review from Borough Solicitor, Amy Leonard, and the Department of Conservation & Natural Resources (DCNR).
  - F. Advertise the Pine Street Water Main Replacement-Phase 1: State Street to Hershey Avenue out to bid.
  - G. Advertise Lemon Street Ultrathin and Fog Seal Project out to bid.
  - H. Advertise Basketball & Parking Lot Overlay Project out to bid.
  - I. Makers Market Event on July 19, 2025, pending receipt of Certificate of Insurance naming East Petersburg as additional insured.
  - J. Lancaster County Tax Claim Bureau certification of uncollected taxes for 2024.
  - K. 2025 PA Classics Soccer Tournaments.
  - L. Upload the Borough’s Project Timeline on the borough’s website.
  - M. Jeff Moseman to present the proposed easement agreement to the property owners of 6251 Jackson Drive for consideration of connecting water line extension for Wolf Circle and Jackson Drive.
  - N. Resolution 910, 2025 Yard Waste Agreement.
  - O. Cancel Service Letter to Ledger Right Accounting.
  - P. Resolution 911, White, Rudy CPA to provide quarterly and annual payroll tax services.

7. **Extra Items: Issues arising in the last 24 hours**

8. **Announcements**

- A. The next Borough Council meeting will be held on Tuesday, March 4, 2025.
- 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 17<sup>th</sup> in observance of Presidents Day.

9. **Executive session for legal & personnel matters (if needed)**

10. **Adjournment**



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**Mayor:** James Malone

**Staff:** Karen St. Clair - Borough Manager

### COUNCIL MEETING AGENDA March 4, 2025

1. Call to order, moment of silence, and Pledge of Allegiance
2. Visitors/Comments from public
  - A. Maddy Rohrer – May 4<sup>th</sup> event – touch a truck and food truck in the park.
3. Financial: Bill payment review
4. Report Review
  - A. Police – Chief Kilgore
  - B. Mayor – James Malone
  - C. Penn State Life EMS
  - D. EMC - Violet DeStefano
  - E. Fire Company – James Rohrer
  - F. Borough Manager – Karen St. Clair
  - G. Public Works, Water, and MS4/Project Reports
  - H. Zoning Officer – Systems Design Engineering
  - I. Permits Issued
  - J. Current Property Violations
  - K. Solicitor – Amy Leonard
  - L. Collections – Amy Leonard
  - M. HARC – Debra Miller
5. 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 Street, Park/Basketball, Fog Seal-Hollow & Stevens, State St. pipeline quote, 2025 LCCD (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, Account Payables 02/27/2025, Fire Company Financials, 1/23/25 meeting minutes.
6. New Business - Action Items – Council may discuss/deny/approve. Consider a motion for the following:
  - A. February 4, 2025, Council Meeting Minutes.
  - B. EP Fire Company touch a truck & food truck event in the park on Saturday May 4<sup>th</sup> from 11:00 a.m. – 4:00 p.m.
  - C. 2025 LCCD (Lancaster County Conservation District) MOU – Memorandum of Understanding
  - D. 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 10am-2pm.
  - E. Financial audit for fiscal year 2024.
  - F. Resolution 912, Disposition of Records.
  - G. Updated Events Schedule for 2025.
7. Extra Items: Issues arising in the last 24 hours
8. Announcements
  - A. The next Borough Council meeting will be held on Tuesday, April 1, 2025.
  - B. Appeals Board                      March 13 - 7 PM as needed
  - C. Planning Commission          March 20 - 7 PM as needed
  - D. Zoning Hearing                    March 26 - 7 PM as needed
  - E. Committee                        March 27 - 6 PM
9. Executive session for legal & personnel matters (if needed)
10. Adjournment



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**Mayor:** James Malone

**Staff:** Karen St. Clair - Borough Manager

### COUNCIL MEETING AGENDA

April 1, 2025

1. Call to order, moment of silence, and Pledge of Allegiance
2. Visitors/Comments from public
3. Financial: Bill payment review
4. Report Review
  - A. Police – Chief Kilgore
  - B. Mayor – James Malone
  - C. Penn State Life EMS
  - D. EMC - Violet DeStefano
  - E. Fire Company – James Rohrer
  - F. Borough Manager – Karen St. Clair
  - G. Public Works, Water, and MS4/Project Reports
  - H. Zoning Officer – Systems Design Engineering
  - I. Permits Issued
  - J. Current Property Violations
  - K. Solicitor – Amy Leonard
  - L. Collections – Amy Leonard
  - M. HARC – Debra Miller
5. Old Business:

Committee Meeting Topics – pickleball privacy & sound mitigation fence, cost to remove old tennis courts- Graystone Rd., ambulance services report, Res. 913-Capital Reserves, Lanc. County DTF contribution, payables, Fire Co. financial review, 2/2025 committee minutes, misc. items, executive session for personnel issue 7:30 pm – 8:53 pm
6. New Business - Action Items – Council may discuss/deny/approve. Consider a motion for the following:
  - A. March 4, 2025, Council Meeting Minutes.
  - B. Resolution 913 for Capital Reserves Fund.
  - C. Lancaster County Drug Task Force contribution \$4,573.00 for 2025.
  - D. Remove old tennis courts on Graystone Road and add pollinator plants
  - E. Pickleball privacy & sound mitigation fence in the amount of \$6,567.00
  - F. Resolution 914, Changing the hours for pickleball court only to 7:00 a.m. - 9:00 p.m.
7. Extra Items: Issues arising in the last 24 hours
8. Announcements
  - A. The next Borough Council meeting will be held on Tuesday, May 6, 2025.
  - B. Appeals Board April 10 - 7 PM as needed
  - C. Planning Commission April 17 - 7 PM as needed
  - D. Zoning Hearing April 23 - 7 PM as needed
  - E. Committee April 24 - 6 PM
9. Executive session for legal & personnel matters (if needed)
10. Adjournment



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**Mayor:** Vacant Seat

**Staff:** Karen St. Clair - Borough Manager

### COUNCIL MEETING AGENDA

May 6, 2025

1. **Call to order, moment of silence, and Pledge of Allegiance**
2. **Visitors/Comments from public**
3. **Financial: Bill payment review**
4. **Report Review**
  - A. Police – Chief Kilgore
  - B. Mayor – Vacant Seat
  - C. Penn State Life EMS
  - D. EMC - Violet DeStefano
  - E. Fire Company – James Rohrer
  - F. Borough Manager – Karen St. Clair
  - G. Public Works, Water, and MS4/Project Reports
  - H. Zoning Officer – Systems Design Engineering
  - I. Permits Issued
  - J. Current Property Violations
  - K. Solicitor – Amy Leonard
  - L. Collections – Amy Leonard
  - M. HARC – Debra Miller
5. **Old Business:**

Committee Meeting Topics – Special Needs Registry-draft, State St. pipelining update/Hollow Dr. triple storm pipe, Pine St. water main replacement bid, PennDOT letter re: no right turn from Main onto State St., Mayor Malone's Resignation/appointing someone to fill vacant seat, Hometown Hero Banner update, AP 04/24/25, 1Q25 financials, Mics. items, Fire co. financial review
6. **New Business - Action Items – Council may discuss/deny/approve.** Consider a motion for the following:
  - A. April 1, 2025, Council Meeting Minutes.
  - B. Award to the lowest bidder \_\_\_\_\_, for the Community Park Project in the amount of \$ \_\_\_\_\_. The approval is contingent upon review of the borough engineer & solicitor.
  - C. Hempfield Church of the Brethren ice cream social at Constitution Square and EP Community Park on Friday, May 30, for 1-1.5 hours, under the condition the Borough be named as additional insured.
  - D. Special Needs Registry.
  - E. The City Interconnect Pump Replacement Costars price \$192,850.00.
7. **Extra Items: Issues arising in the last 24 hours**
8. **Announcements**
  - A. The next Borough Council meeting will be held on Tuesday, June 3, 2025.
  - B. Appeals Board May 8 - 7 PM as needed
  - C. Planning Commission May 15 - 7 PM as needed
  - D. Zoning Hearing May 28 - 7 PM as needed
  - E. Committee May 22 - 6 PM
  - F. Borough office will be closed May 26, 2025, in observance of Memorial Day.
9. **Executive session for legal & personnel matters (if needed)**
10. **Adjournment**





11. Executive session for legal & personnel matters (if needed)

12. Adjournment



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**Mayor:** Bill Trovato

**Staff:** Karen St. Clair - Borough Manager

### COUNCIL MEETING AGENDA

July 1, 2025

1. Call to order, moment of silence, and Pledge of Allegiance
2. Visitors/Comments from public
3. Financial: Bill payment review
4. Report Review
  - A. Police - Chief Kilgore
  - B. Mayor - Bill Trovato
  - C. Penn State Life EMS
  - D. EMC - Violet DeStefano
  - E. Fire Company - James Rohrer
  - F. Borough Manager - Karen St. Clair
  - G. Public Works, Water, and MS4/Project Reports
  - H. Zoning Officer - Systems Design Engineering
  - I. Permits Issued
  - J. Current Property Violations
  - K. Solicitor - Amy Leonard
  - L. Collections - Amy Leonard
  - M. HARC - Debra Miller
5. Old Business:

Committee Meeting Topics – Pine/Broad Street stop sign, Park Renovations – porta potties, MS4 Presentations, A/P 06/26/25, Misc. Items, Fire co. financial review, May Committee mtg minutes, Resolution 917- transfers to PLGIT, Executive session for personnel matters
6. New Business - Action Items – Council may discuss/deny/approve. Consider a motion for the following:
  - A. June 3, 2025, Council Meeting Minutes.
7. Extra Items: Issues arising in the last 24 hours
8. Announcements
  - A. The next Borough Council meeting will be held on Tuesday, August 6, 2025.
  - B. Appeals Board                      July 10 - 7 PM as needed
  - C. Planning Commission            July 17 - 7 PM as needed
  - D. Zoning Hearing                      July 23 - 7 PM as needed
  - E. Committee                            July 24 - 6 PM
9. Executive session for legal & personnel matters (if needed)
10. Adjournment



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**Mayor:** Bill Trovato

**Staff:** Karen St. Clair - Borough Manager

### COUNCIL MEETING AGENDA

August 6, 2025

1. **Call to order, moment of silence, and Pledge of Allegiance**
2. **Visitors/Comments from public**
3. **Financial: Bill payment review**
4. **Report Review**
  - A. Police - Chief Kilgore
  - B. Mayor - Bill Trovato
  - C. Penn State Life EMS
  - D. EMC - Violet DeStefano
  - E. Fire Company - James Rohrer
  - F. Borough Manager - Karen St. Clair
  - G. Public Works, Water, and MS4/Project Reports
  - H. Zoning Officer - Systems Design Engineering
  - I. Permits Issued
  - J. Current Property Violations
  - K. Solicitor - Amy Leonard
  - L. Collections - Amy Leonard
  - M. HARC - Debra Miller
5. **Old Business:**

Committee Meeting Topics – EPFC – LSA Grant, Amendments to Chapter 116, Parking Regulations, Amphitheater sponsor sign quotes, Kingdom of Wonders – Acrobat event, EMC's ICA, Uniform and Boot Policy, A/P 7/24/25, 2Q financial, review 2026 draft budget items for G/W/T, Misc. items, Fire co. financials – review only, 6/2025 committee minutes, Executive session for legal matters.
6. **New Business - Action Items – Council may discuss/deny/approve.** Consider a motion for the following:
  - A. July 1, 2025, Council Meeting Minutes.
  - B. William Sharp Resignation effective as of June 27, 2025.
  - C. Uniform and Boot Policy.
  - D. EMC's ICA (Independent contractor agreement) for Violet De Stefano. The rate of pay shall be \$36 per hour effective January 1, 2026. The agreement shall be renewed for a one-year term on January 1, 2026, and all other provisions from the March 5, 2024 agreement shall remain in full force and effect.
  - E. Quote by Integrity Land Works to repair the Amphitheater sponsor sign in the amount of \$3,633.00.
  - F. Fire Hydrant Easement for 5911 Pine Street with compensation being paid to the property owner in the amount of \$500.00.
  - G. Traditions of America Phase 3, Bond Number #SU1184172 Escrow Release Request in the amount of \$21,419.99 for site improvements. The request has been reviewed and approved by Michael Bingham of Systems Design Engineering.
7. **Extra Items: Issues arising in the last 24 hours**
8. **Announcements**
  - A. The next Borough Council meeting will be held on Tuesday, September 6, 2025.
  - B. Appeals Board August 14 - 7 PM as needed
  - C. Planning Commission August 21 - 7 PM as needed
  - D. Zoning Hearing August 27 - 7 PM as needed
  - E. Committee August 28 - 6 PM
  - F. Ice Cream Social will be held at Constitution Square on August 22, 2025.
9. **Executive session for legal or personnel matters (if needed):**
10. **Adjournment**