

STRASBURG BOROUGH COUNCIL
Reorganization Meeting
Minutes of January 5, 2004 – 7:30 P.M.

MEMBERS PRESENT: Lutz Bachman Coleman Kiscaden Sollenberger Simmons Schein

OTHERS PRESENT:

Bruce L. Ryder, Mayor
Lisa M. Boyd, Borough Manager
Steve Echternach, Police Chief

The 2004 Reorganization Meeting was called to order by Mayor Bruce Ryder followed by the salute to the flag. Mayor Ryder announced that the meeting is being audiotaped to assist in the preparation of the minutes.

OATH OF OFFICE: Mayor Ryder administered the Oath of Office to the following:

NEWLY ELECTED: Mary Simmons 4 year term (2007)

REELECTED:	Donald Bachman	4 year term (2007)
	L. James Kiscaden	4 year term (2007)
	Michael Sollenberger	4 year term (2007)

Mayor Ryder presented each with a Loyalty Oath Certificate. The Certificates of Election for each were presented for filing in the Borough Office.

ELECTION OF OFFICERS:

PRESIDENT OF COUNCIL: A motion was made by Don Bachman, seconded by Mary Simmons to nominate Joe Coleman as President of Borough Council. A motion was made by Mike Sollenberger, seconded by Ann Schein to nominate Velma Lutz as President of Borough Council. With a vote of 4 votes to 3 votes, Velma Lutz was elected Borough Council President.

Member Donald Bachman left the meeting due to illness at 7:37 P.M.

VICE PRESIDENT OF COUNCIL: A motion was made by Ann Schein, seconded by Mike Sollenberger and passed unanimously to elect Jim Kiscaden as Vice President.

PRESIDENT PRO TEM: A motion was made by Mike Sollenberger to nominate Joe Coleman as President Pro Tem, with Joe Coleman declining the nomination.

A motion was made by Mike Sollenberger, seconded by Mary Simmons and passed unanimously to elect Ann Schein as President Pro Tem.

APPOINTMENTS:

BOROUGH SOLICITOR: A motion was made by Ann Schein, seconded by Mike Sollenberger and passed to reappoint William Crosswell, of the firm Morgan, Hallgren, Crosswell and Kane as Borough Solicitor. Members Lutz, Coleman, Sollenberger, Simmons and Schein voted for the motion and member Kiscaden voted against the motion.

BOROUGH ENGINEER: A motion was made by Mike Sollenberger, seconded by Ann Schein and passed unanimously to reappoint Herbert, Rowland and Grubic, Inc. as Borough Engineer.

DEPOSITORY OF BOROUGH FUNDS: A motion was made by Ann Schein, seconded by Mike Sollenberger and passed unanimously to reappoint Bank of Lancaster County as depository for Borough funds.

APPOINT CONTACTS AND ALTERNATES: President Velma Lutz announced that members are to contact the Borough Manager and specify what committees they are interested in for appointment of contacts and alternates at the next meeting. Each Committee Contact is to provide a list of projects they are currently working on.

APPOINT CHAIRMAN TO VACANCY BOARD: Mike Sollenberger made a motion, seconded by Ann Schein and passed unanimously to reappoint Abby Wertz as Chair to the Vacancy Board.

ADJOURNMENT: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to adjourn the meeting at 7:43 P.M.

Submitted by:

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH COUNCIL
Minutes of January 13, 2004 – 7:30 P.M.

MEMBERS PRESENT: Lutz Kiscaden Schein
Bachman Sollenberger Simmons

OTHERS PRESENT:

Bruce L. Ryder, Mayor Lisa M. Boyd, Borough
Manager
Steve Echternach, Police Chief Christine D. Drennen, Clerk
Cindy Hummel, Lancaster Newspapers Penny D'Alessandro

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: The meeting was called to order at 7:30 P.M. by President Velma Lutz, followed by the salute to the flag. President Lutz announced that the meeting is being audiotaped to assist in the preparation of the minutes. The Borough Manager took the roll call.

REQUESTS TO BE HEARD: None.

MINUTES OF DECEMBER 9, 2003: A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the minutes of December 9, 2003, as printed.

MINUTES OF JANUARY 5, 2004: A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the minutes of January 5, 2004, as printed.

MAYOR'S REPORT: Bruce Ryder reported that as Project Manager for the Route 896 Relocation Project, he will be attending the PTAC tomorrow to provide an update on the status of the project. He reported that they have met with the developers, the developers met, and met with Representative Armstrong to work on the developers' agreement. He stated that they now have the active participation with the new owner of Historic Strasburg Inn and have two outstanding issues. A proposal to remedy the issues was provided and we are waiting on their response.

ENGINEER'S REPORT: Ray Miller submitted his written report dated January 8, 2004. It was accepted without comment.

PRESIDENT'S REPORT: President Lutz had nothing to report.

OTHER REPORTS:

BOROUGH MANAGER: The Borough Manager provided a written report and updated the continuous agenda. Velma Lutz questioned the status of the Leaman property and Lisa stated that the survey is in the process and was delayed due to the weather. After the survey is complete, the purchase price will be prorated based on the amount of land determined to be across the street.

The meeting with Mr. Smoker was discussed and it was the consensus of Council to have the Borough Manager tell them that he needs to meet with representatives of Borough Council to discuss the water/sewer issue, and that a calendar of when the improvements will be completed should be provided.

The Stormwater Management Ordinance was discussed and Mike Sollenberger reported that the Planning Commission is reviewing the Solicitor's comments and will be coming back to the February meeting with their recommendations to be forwarded to Borough Council.

Bruce Ryder asked the status of the HARB Ordinance and the Borough Manager reported that we are currently waiting on the HARB's review, which is scheduled for their January 22, 2004, meeting. Bruce stated that he was contacted by Senator Armstrong's office that a concerned citizen contacted them regarding the delay in adopting HARB ordinance. It was the consensus to continue pursuing the adoption of this ordinance.

ZONING OFFICER: Barry Wagner submitted his written report dated January 8, 2004, and it was accepted without comment.

POLICE: Chief Echternach submitted his written report dated January 8, 2004. Velma Lutz asked why a crossing guard was needed on South Decatur Street. Chief Echternach stated he discussed this with the School District and they stated that a crossing guard is needed to cross some children who walk to school and to assist with getting the busses out safely. Velma Lutz stated that a commendation letter should be written to retiring crossing guard, Evelyn Hanna, for her 14 years of service.

PUBLIC WORKS: Paul Miller Jr. submitted his written report dated January 2004. The excessive sewer usages were noted.

Jim Kiscaden stated that he appreciates the concise and thorough written reports from the Police and Public Works Departments. Jim Kiscaden further stated that he was also glad to see that mostly spring water was used in 2003.

UNFINISHED BUSINESS:

STRATEGIC PLANNING DISCUSSION: It was the consensus that a meeting to discuss future plans and projects for the Borough was needed, and a meeting was scheduled for Saturday, January 31, 2004, from 8 A.M. to noon.

NEW BUSINESS:

MEETING TIME DISCUSSION: Jim Kiscaden made a motion, seconded by Don Bachman and passed unanimously to keep the Strasburg Borough Council meeting time at 7:30 P.M.

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APPOINTMENT OF CONTACTS AND ALTERNATES: It was the consensus that the following appointments be made for the contacts and alternates for 2004:

Public Works	Contact Jim Kiscaden Alternate Don Bachman
Finance	Contact Joe Coleman Alternate Mike Sollenberger
Personnel	Contact Ann Schein Alternate Mary Simmons Additional Alternate Jim Kiscaden

PERSONNEL POLICY REVISIONS – EVALUATION PROCEDURES DISCUSSION:

A motion was made by Jim Kiscaden, seconded by Mike Sollenberger to approve the revised evaluation procedures to include in #6 that the Council President is encouraged to consult with other members of Borough Council regarding the evaluation of the Borough Manager. Don Bachman made a motion to amend the motion to include discontinuing the use of the employee satisfaction forms. The motion passed unanimously.

FEE SCHEDULE UPDATE – RESOLUTION #2004-1: A motion was made by Mike Sollenberger, seconded by Jim Kiscaden and passed unanimously to adopt Resolution #2004-1 establishing the fees to be charged by the Borough of Strasburg and specifically updating the fee for Extra Police Services.

BANK OF LANCASTER COUNTY CHECK SIGNERS – RESOLUTION #2004-2: Mike Sollenberger made a motion, seconded by Don Bachman and passed unanimously to adopt Resolution #2004-2 which gives authorization to the Council President, Council Vice President and Borough Manager to sign checks on all Borough accounts.

STRASBURG FIRE COMPANY #1 AND ITS' AUXILIARY'S ACTIVITIES FOR 2004 – RESOLUTION #2004-3: Mike Sollenberger made a motion, seconded by Jim Kiscaden and passed unanimously to adopt Resolution #2004-3 which approves and authorizes the Strasburg Fire Company No. 1 and its' auxiliary to participate in ancillary activities in addition to those activities recognized and designated under Section 601(a)(1) of the Pennsylvania Workers' Compensation Act, 77 P.S. §1031 (a)(1) with the addition of the breakfast that is scheduled for January 17, 2004.

OTHER BUSINESS:

The Borough Manager explained a water and ice problem that has developed on Susan Avenue resulting from water being pumped out of the house under construction's basement onto the street, but the water does not get to the storm drain. The Public Works Department has been salting and scraping the ice on the roadway. It was the consensus to have the Public Works

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Department look at the swale to determine if the water can be diverted to the swale to handle the water problem and to notify Mr. Stoltzfus that the Borough is looking into the problem and that he is to contact the Borough if an ice situation develops between times the area is salted by the Public Works Department.

Velma Lutz asked the status of the Steering Committee for the update of the Joint Comprehensive Plan. Mike Sollenberger reported that the process for hiring a consultant has begun and the Steering Committee should probably be formed by March or April. Velma Lutz stated that she would like to see a news release explaining the Steering Committee and asking for volunteers to serve on this committee. The Borough Manager reported that she is working with the secretary of Strasburg Township to identify people to meet with the reporter to write the news release. Mike Sollenberger stated that the appointments to the Steering Committee would be made by Borough Council or the Township Supervisors.

Velma Lutz reminded everyone that the 275th Anniversary of the Borough of Strasburg will occur in 2008, and stated that in the future people to serve on this Committee will be needed.

Mike Sollenberger reported that the February Planning Commission meeting has been changed to February 9, 2004.

Don Bachman commended the Mayor for a good job at the 200th Anniversary of the Strasburg Post Office. Mayor Ryder also reported that a proclamation and celebration was also done for the 250th Anniversary of St. Michael's Lutheran Church.

The item to be discussed in executive session will be discussed at the next meeting.

PAYMENT OF BILLS: Don Bachman made a motion, seconded by Mike Sollenberger and passed unanimously to authorize payment of the bills in the amount of \$33,763.40.

CITIZEN'S COMMENTS: Penny D'Alessandro asked if Council had considered hiring a person to investigate and apply for grants considering the projects and limited finances the Borough has. Velma Lutz stated that this is an option once the projects have been identified. Jim Kiscaden suggested contacting the legislators regarding any available grants.

ADJOURNMENT: A motion was made by Mike Sollenberger, seconded by Mary Simmons and passed unanimously to adjourn the meeting at 8:50 P.M.

Submitted by:

Lisa M. Boyd
Borough Manager

STRASBURG BOROUGH COUNCIL MINUTES

JANUARY 27, 2004 – 7:30 P.M.

MEMBERS PRESENT: Kiscaden Bachman Coleman Sollenberger Simmons

OTHERS PRESENT:

Bruce L. Ryder, Mayor
Lisa M. Boyd, Borough Manager

Steve Echernach, Police Chief
Patti Bachman, Admin. Assist.

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: The meeting was called to order at 7:30 P.M. by Vice President Jim Kiscaden, followed by the salute to the flag. The Borough Manager took the roll call. Vice President Kiscaden announced that the meetings are audiotaped to assist in the preparation of the minutes.

REQUESTS TO BE HEARD: None.

EXECUTIVE SESSION: Due to the weather, there was no Executive Session.

MINUTES OF JANUARY 13, 2004: Joe Coleman asked that his name be removed from the Members Present, as he was not in attendance at this meeting. A motion was made by Mike Sollenberger, seconded by Don Bachman to accept the minutes with the correction. Member Coleman abstained, motion passed.

UNFINISHED BUSINESS:

STRASBURG REGION INTER-MUNICIPAL COOPERATIVE PLANNING ORDINANCE: A motion was made by Joe Coleman, seconded by Mike Sollenberger and passed unanimously that the Strasburg Region Inter-Municipal Cooperative Planning Ordinance will be considered and possibly enacted at the February 24, 2004 Borough Council meeting.

RECYCLING PROGRAM – REVIEW PUBLIC INPUT, ADOPTION OF MUNICIPAL RECYCLING PLAN AND AUTHORIZATION FOR SOLICITOR REVIEW: A motion was made by Joe Coleman, seconded by Mike Sollenberger and passed unanimously to adopt the Municipal Recycling Plan and authorize the solicitor to review the Ordinance and Permitted Collector Agreement.

STATEWIDE BUILDING CODE – AUTHORIZATION FOR SOLICITOR TO UPDATE DOCUMENTS: A motion was made by Mike Sollenberger, seconded by Don Bachman and passed unanimously to authorize the Borough solicitor to incorporate the changes necessitated by the re-issuance of the UCC Administrative and Enforcement Regulations into the draft Building Code documents.

NEW BUSINESS:

AUTHORIZATION TO EXECUTE STEINMAN PROPERTY SETTLEMENT DOCUMENTS – RESOLUTION #2004-4: A motion was made by Joe Coleman, seconded by Don Bachman and passed unanimously to adopt Resolution #2004-4 which authorizes the Borough Manager to execute the required settlement documents in regards to the purchase of the Steinmen property.

SMUCKER LEASE – AUTHORIZATION TO EXECUTE: A motion was made by Joe Coleman, seconded by Don Bachman and passed unanimously to authorize the President and Secretary to sign the Lease Agreement between the Borough of Strasburg and Mary, Jonathan and Lydia Smucker for the property located at 101 Summit Hill Road which takes effect January 31, 2004.

SUNSHINE CORNERS' REQUEST: A letter was received from Linda Younger, Executive Director of Sunshine Corners, Inc. Ms. Younger explained that the heating unit in the front of the building was not functioning. It was determined that the heat exchanger in the heating unit was corroded. While the part is still under warranty, there will be a substantial labor expense to repair the unit. Sunshine Corners is asking the Borough to consider a donation to assist in covering the financial burden that this repair necessitates. It was noted that according to the Lease Agreement between the Borough and Sunshine Corners, maintenance for the heat and air conditioning units is the responsibility of the tenant. A motion was made by Joe Coleman, seconded by Mike Sollenberger and passed unanimously to deny Sunshine Corners request for a donation to assist with maintenance to its heating unit. It was also stated that the Borough Manager inform Sunshine Corners that the budget has already been approved and it would be a great hardship to donate that amount of money.

OTHER BUSINESS: Joe Coleman stated that he is very concerned that Charter Homes is not doing what Borough Council and the Planning Commission is asking. Members are concerned about the outside appearance, the number of units, the width of the streets, and whether they should be public or private. Member Kiscaden stated that he did not want to see an “apartment complex.” Mike Sollenberger stated that he does not want to see “cookie cutter” houses and does not want a Condominium Association.

Mayor Ryder asked Council if they are in agreement to provide a united front with the Planning Commission members to insist that the design of Historic Drive and it's improvements for all the adjoining property owners must continue as planned. The design of Historic Drive that is approved must be followed whether the bypass goes through or not. Mayor Ryder also stated that the developers have gotten the last draft agreement of the changes that were agreed to verbally. If the developers approve it, Mayor Ryder will be bringing a full copy of the agreement to Council and to the Supervisors at Strasburg Township for their approval.

Jim Kiscaden stated that he heard reports from the Media that the salt situation is a problem. Lisa explained that a load of salt was delivered today, and that 2 more loads were expected Wednesday or Thursday.

PAYMENT OF BILLS: A motion was made by Joe Coleman, seconded by Don Bachman and passed unanimously to authorize payment of the bills in the amount of \$10,294.49.

CITIZEN'S COMMENTS: Jim Kiscaden stated that he received 2 phone calls concerning the snow being plowed onto the sidewalks which had already been shoveled open. He also noted that the callers informed him that the driver was going too fast. It was noted that the Public Works employees will be informed about these calls.

ADJOURNMENT: A motion was made by Mike Sollenberger, seconded by Joe Coleman and passed unanimously to adjourn the meeting at 8:25 P.M.

Submitted by:

Lisa M. Boyd, Borough Manager

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STRASBURG BOROUGH COUNCIL MINUTES

Tuesday, February 10, 2004 – 7:30 P.M.

MEMBERS PRESENT: Lutz Kiscaden Schein Sollenberger Bachman
Simmons Coleman

OTHERS PRESENT:

Bruce L. Ryder, Mayor	Larry Shurr
Lisa M. Boyd, Borough Manager	Steve Hohenwarter
Steve Echternach, Police Chief	Florence Hoogerwerff
Patti Bachman, Admin. Assist.	Robert Gaynor
Lee Potts	May Gaynor
Cindy Hummel, LNP Corresp.	Carol Hitchens
Carole Wilson, LCPC	Dale Kaufman

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: The meeting was called to order at 7:30 P.M. by President Velma Lutz, followed by the salute to the flag. The Borough Manager took the roll call. President Lutz announced that the meeting is being audiotaped to assist in the preparation of the minutes.

REQUESTS TO BE HEARD: None.

MINUTES OF JANUARY 27, 2004: A motion was made by Joe Coleman and seconded by Don Bachman to accept the minutes of January 27, 2004. Members Coleman, Bachman, Kiscaden, Sollenberger and Simmons cast assenting votes. Members Lutz and Schein abstained due to their absence at this meeting. Motion carried.

TREASURER'S REPORT – DECEMBER 2003: A motion was made by Ann Schein, seconded by Jim Kiscaden and passed unanimously to accept and file for audit the December 2003 Treasurer's Report. Joe Coleman stated that he should have stated earlier that he appreciates the work that Lisa and the staff put into preparing the budget.

MAYOR'S REPORT: None.

ENGINEER'S REPORT: Ray Miller submitted his written report, which was dated February 4, 2004. It was accepted without comment.

PRESIDENT'S REPORT: None.

OTHER REPORTS:

BOROUGH MANAGER: Lisa submitted her written report on which she commented on the agenda items. Lisa stated that the audit for 2003 is currently being performed. It was suggested that bids for the year 2004 audit should be put out to bid due to the fact that Beard Miller will no longer be doing the audit for the Borough.

ZONING OFFICER: Barry submitted his written report for December 2003. Due to the water problems that have occurred on Susan Avenue, it was questioned whether Barry visits the lot before a home is built, and if elevations are regulated for these homes.

POLICE: Chief Echternach submitted his written report for the month of January and it was accepted without comment.

PUBLIC WORKS: Paul Miller submitted sub written report for the month of January and it was accepted without comment.

UNFINISHED BUSINESS:

RECYCLING ORDINANCE – AUTHORIZATION TO ADVERTISE: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to authorize the advertisement of the proposed Recycling Ordinance.

NEW BUSINESS:

HISTORIC DISTRICT ORDINANCE – AUTHORIZATION TO ADVERTISE: A motion was made by Ann Schein, seconded by Mary Simmons and passed unanimously to authorize the advertisement of the proposed Historic District Ordinance.

SCHEDULE STRATEGIC PLANNING MEETING: The meeting has been scheduled for Saturday, March 6, 2004 from 8:00 to 12:00.

APPOINTMENT TO ZONING HEARING BOARD: A motion was made by Ann Schein, seconded by Jim Kiscaden and passed unanimously to appoint Donna Harnish as a Zoning Hearing Board member to a five year term until December 31, 2008.

STORMWATER MANAGEMENT ORDINANCE – AUTHORIZATION TO HAVE SOLICITOR REVIEW REMAINDER OF DOCUMENT: A motion was made by Mike Sollenberger, seconded by Don Bachman and passed unanimously to authorize the solicitor to review the remainder of the proposed

Stormwater Management Ordinance and to have the staff incorporate the changes/additions outlined in Bill Crosswell's comment letter dated December 31, 2003.

FUNDS IN BOROUGH AUTHORITY'S POSSESSION – AUTHORIZATION TO REMAIN: A motion was made by Joe Coleman, seconded by Ann Schein and passed unanimously to permit the \$32,742.94 to remain in the Authority's account for future sewer capital improvements such as the upgrade/replacement of the sewer force main on North Jackson Street.

PAYMENT OF SLSA INVOICE FROM BOND ISSUE – CAPITAL CONTRIBUTION: Jim Kiscaden asked when this project is going to be finished. Lisa stated that the Lyndon Pumping Station is coming to completion, but there are still projects in the works. A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to pay the invoices from SLSA for the Lyndon Pumping Station Construction costs in the amount of \$1,977.54 from the bond issue.

HARB CERTIFICATES OF APPROPRIATENESS: It was stated that the Certificates of Appropriateness need to have more information and any conditions listed on the form. A motion was made by Jim Kiscaden, seconded by Mike Sollenberger and passed unanimously to approve the Certificates of Appropriateness for the following properties and improvements: 124 West Main Street: Remove existing garage in rear of property. Strip paint & repaint exterior brick, per original date. 305 Miller Street: New single family residence. The application for 15 West Main Street is: "Exterior will be restored to a period appropriate appearance including – scope of work cannot be fully itemized until siding is removed and research has been completed." The motion made by Council also states that the Certificate of Appropriateness for 15 West Main Street be approved tentatively on the condition that after the removal of the siding, the owners return to HARB with an application itemizing the work needed to complete the exterior project.

A motion was made by Ann Schein, seconded by Mary Simmons and passed unanimously to authorize the Borough Manager to work with Carole Wilson of the Lancaster County Planning Commission on Administration Guidelines.

OTHER BUSINESS: Ann Schein suggested that a formal complaint be sent to the Pennsylvania Land Trust Association objecting to an article in the brochure. In the brochure for the Land Conservation Conference to be held at Historic Strasburg Inn on April 2nd and 3rd, one of the activities is to join them on the Historic Strasburg Walking Tour. It states: "Why is crazed laughter heard in the wee hours at the Gonder Mansion?" among others.

Ann also asked about any ordinances that have been violated at 10 East Main Street. It was stated that at this point it is a summary offense, and that the Borough Manager and Dale Kaufman will check over all the paperwork and see how to proceed.

PAYMENT OF BILLS: A motion was made by Mike Sollenberger, seconded by Don Bachman and passed unanimously to authorize payment of the bills in the amount of \$53,710.52.

CITIZEN'S COMMENTS: Carol Hitchens of 321 Susan Avenue stated that she has been having a lot of water in her basement due to the new home construction beside her property. She stated that the swale does not connect behind these homes due to the grade of the new home. It was agreed to have the Borough Engineer and the Borough Manager look at the problem and to come back to Council with some suggestions on what can be done to alleviate the water problem.

ADJOURNMENT: A motion was made by Ann Schein, seconded by Mike Sollenberger and passed unanimously to adjourn the meeting at 8:58 P.M.

Submitted by:

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH COUNCIL MINUTES

Tuesday, February 24, 2004 – 7:30 P.M.

MEMBERS PRESENT: Lutz Kiscaden Schein Coleman Simmons
Bachman Sollenberger

OTHERS PRESENT:

Bruce L. Ryder, Mayor	Lee Potts
Lisa M. Boyd, Borough Manager	Penny D'Alessandro
Steve Echternach, Police Chief	Florence Hoogerwerff
Patti Bachman, Admin. Assist.	Cindy Hummel, LNP Corresp.
Chris Englebert, Smith Barney	Joe Duda, Vaccaro & Assoc.

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: The meeting was called to order at 7:30 P.M. by President Velma Lutz, followed by the salute to the flag. The Borough Manager took the roll call. President Lutz announced that the meeting will be audiotaped to assist in the preparation of the minutes.

REQUESTS TO BE HEARD: None.

EXECUTIVE SESSION: The meeting was convened into Executive Session at 7:32 P.M. The regular meeting reconvened at 8:28 P.M. at which time Joe Duda, the Borough's Pension Plan Actuary, gave a brief presentation concerning the Police and Non-Uniform Pension Plans. Jim Kiscaden thanked Mr. Duda and Mr. Englebert for their presentation. A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to accept the 2005 MMO's utilizing 4 year smoothing, a 5% salary scale and a 3% CPI.

MINUTES OF FEBRUARY 10, 2004: A motion was made by Mike Sollenberger, seconded by Jim Kiscaden and passed unanimously to accept the minutes of February 10, 2004 with the correction of adding Ann Schein's name and changing the date for the Strategic Planning Meeting from March 6, to March 7.

UNFINISHED BUSINESS:

STRASBURG REGION INTER-MUNICIPAL COOPERATIVE PLANNING

ORDINANCE: Velma asked if the Borough should join Strasburg Township in asking the County to make the changes to the Strasburg Region Inter-Municipal Agreement as outlined in Josele Cleary's letter dated February 17, 2004. It was a consensus of Borough Council to have Lisa discuss this with Strasburg Township. It was the consensus of Borough Council to re-advertise the Strasburg Region Inter-Municipal Cooperative Planning Ordinance since the 60 day enactment requirement expires in mid-March.

REVIEW OF STORMWATER STUDIES – NORTHEAST AREA 1 AND STRASBURG TOWNSHIP: It was the consensus of Council to have the Public Works contacts take a look at this project. It was questioned if an ordinance could be adopted that would require the homeowner to maintain the stormwater swales on their private property. Council also agreed that the problem of water runoff from the Township into a Borough resident's property on the West side of town should be addressed.

NEW BUSINESS:

ACCEPTANCE OF CIVIL SERVICE COMMISSION ANNUAL REPORT: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to accept the Civil Service Commission Annual Report for 2003.

APPROVAL OF POLICE CRUISER PURCHASE: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to approve the purchase/payment of a 2004 Ford Crown Victoria police cruiser from New Holland Ford in the amount of \$21,004.00.

It was the consensus of Council to have Lisa and Steve prepare a written purchasing policy.

OTHER BUSINESS: A certificate of appropriateness was submitted from HARB for Council's approval. A motion was made by Ann Schein, seconded by Don Bachman and passed unanimously to approve the Certificate of Appropriateness for 251 Miller Street. Lisa explained that this is an on-going project and the applicant may need to return to HARB if there is a need to change the scope of the work.

Velma announced that the Lancaster County Borough's Association will be holding their quarterly meeting on March 25th.

Mike Sollenberger stated that West Lampeter Township has a meeting of all the committee's once a year and felt that would be a good idea for Strasburg Borough. Mike also stated that he and Lisa will be attending a seminar entitled Traditional Neighborhood Developments on Thursday, February 26.

LIST OF BILLS: A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to authorize payment of the bills in the amount of \$17,578.35.

CITIZEN'S COMMENTS: Police Chief Echternach thanked Borough Council for being open-minded concerning the presentation from Joe Duda.

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ADJOURNMENT: A motion was made by Mike Sollenberger, seconded by Ann Schein and passed unanimously to adjourn the meeting at 9:20 P.M.

Submitted by:

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH COUNCIL
MARCH 6, 2004
MINUTES

Members Present: Lutz Schein Coleman Sollenberger
 Simmons Kiscaden Bachman

Others Present: Bruce L. Ryder, Mayor
 Lisa M. Boyd, Borough Manager
 F. Steven Echternach, Police Chief
 Christine Drennen, Clerk

The meeting was called to order at 8:00 a.m. by President, Velma Lutz, stating that the purpose of this meeting was to discuss strategic planning.

An informal discussion was held regarding policies, goals, programs, and the creation of a mission statement. No official action was taken.

Strategic planning discussions will continue at meetings to be held at 7:30 p.m. on March 30, June 29, August 31 and November 30, 2004.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Christine D. Drennen
Clerk

STRASBURG BOROUGH COUNCIL MINUTES

Tuesday, March 9, 2004

MEMBERS PRESENT: Lutz Kiscaden Schein Coleman Simmons
Bachman Sollenberger

OTHERS PRESENT:

Bruce L. Ryder, Mayor Nancy Harper
Lisa M. Boyd, Borough Manager Cindy Hummel, LNP Corresp.
Steve Echternach, Police Chief Penny D'Alessandro
Patti Bachman, Admin. Assist. Carol Hitchens
Jeff Stoltzfus

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: The meeting was called to order at 7:30 P.M. by President Velma Lutz, followed by the salute to the flag. The Borough Manager took the roll call. President Lutz announced that the meeting will be audiotaped to assist in the preparation of the minutes.

REQUESTS TO BE HEARD: Jeff Stoltzfus asked about the status of the new home on Susan Avenue concerning the water problem. The Borough Manager stated that a report was received last week from the Engineer with several recommendations. At this point no decision has been made as to which will be the most effective solution. A certified letter outlining the concerns will be sent to the builder and carbon copied to the buyers.

MINUTES OF FEBRUARY 24, 2004: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to approve the minutes of the February 24, 2004 meeting as printed.

MAYOR'S REPORT: None.

ENGINEER'S REPORT: Ray Miller submitted his written report dated March 4, 2004. It was reviewed and accepted without comment.

PRESIDENT'S REPORT: Velma stated that she had attended a Council meeting at the Borough of Columbia. Velma mentioned that after attending this meeting, she is very pleased with the way Strasburg conducts their meetings.

OTHER REPORTS:

BOROUGH MANAGER: Lisa submitted her written report dated March 4, 2004. Lisa added that the comment letter from Bill Crosswell regarding the Stormwater Management Ordinance was received today.

ZONING OFFICER: Barry Wagner submitted his written report dated March 1, 2004.

POLICE: Chief Echternach submitted his written report dated March 3, 2004. It was reviewed and accepted without comment.

PUBLIC WORKS: Paul Miller submitted his written report for the month of February. It was reviewed and accepted without comment.

UNFINISHED BUSINESS:

ENACTMENT OF RECYCLING ORDINANCE 2004-1: A motion was made by Joe Coleman, seconded by Mary Simmons and passed unanimously to enact Ordinance 2004-1 establishing a recycling program for the Borough of Strasburg. It was the consensus of Council to have the staff provide information on the single hauler program.

NEW BUSINESS:

AUTHORIZATION TO BID 2004 PAVING PROJECTS: A motion was made by Jim Kiscaden, seconded by Mike Sollenberger and passed unanimously to authorize the bidding of the 2004 Paving Projects, to include Pleasant View Drive (North Jackson to North Fulton), including the installation of handicap ramps, and the installation of a top coat on Franklin and South Fulton Streets.

AUTHORIZATION TO ABANDON KING WELL II – EIGHELBERGERS: A motion was made by Mike Sollenberger, seconded by Ann Schein and passed unanimously to authorize the Borough Manager to execute Change Order III from Eichelbergers, Inc., in the amount of \$2,315.50 for the abandonment of King Well II.

APPROVAL OF WATER TREATMENT PLANT UPGRADE PROPOSAL: A motion was made by Ann Schein, seconded by Mike Sollenberger and passed unanimously to authorize the Borough Manager to execute the Retainer Agreement prepared by HRG for the site survey and base mapping for the Treatment Plant Upgrade in the amount of \$5,000.00

OTHER BUSINESS: Ann Schein stated that the appointment to the Steering Committee for the Strasburg Region Planning Group is on hold until Strasburg Township gets to the same place in the process.

Mike Sollenberger questioned the Lancaster Newspaper reports concerning the re-assessment issue. He stated that in one section of the paper it was stated that Strasburg's assessment has risen 31% and in another it said it has risen 21%. Mike said he was very disappointed in the lack of proofreading in the Lancaster Newspapers.

Charter Homes – It was a consensus of Council to request that Charter Homes provide plans which show all surrounding properties, existing structures, street width and setbacks.

PAYMENT OF BILLS: A motion was made by Ann Schein, seconded by Mike Sollenberger and passed unanimously to authorize payment of the bills in the amount of \$29,377.54.

CITIZEN'S COMMENTS: None.

ADJOURNMENT: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to adjourn the meeting at 8:30 P.M.

Submitted by:

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH COUNCIL MINUTES
Tuesday, March 23, 2004

MEMBERS PRESENT: Lutz Kiscaden Coleman Simmons
Bachman Sollenberger

OTHERS PRESENT:

Bruce L. Ryder, Mayor	LaJune Ranck
Lisa M. Boyd, Borough Manager	Nancy Harper
Steve Echternach, Police Chief	Harriet Miller
Patti Bachman, Admin. Assist.	May Gaynor
Carole E. Wilson, LCPC	Tom Lainhoff
Robert Gaynor	Florence Hoogerwerff
Larry Shurr	John Sigler
Cindy Hummel, LNP Corresp.	Dale Kaufman
Tony D'Alessandro	

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: The meeting was called to order at 7:30 P.M. by President Velma Lutz, followed by the salute to the flag. The Borough Manager took the roll call. President Lutz announced that the meeting will be audiotaped to assist in the preparation of the minutes.

REQUESTS TO BE HEARD: None.

MINUTES OF MARCH 6, 2004: A motion was made by Mike Sollenberger, seconded by Don Bachman and passed unanimously to approve the minutes of March 6, 2004. Velma Lutz thanked Christine Drennen for her diligence in attending this meeting and taking notes.

MINUTES OF MARCH 9, 2004: A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the minutes of March 9, 2004.

UNFINISHED BUSINESS:

ENACTMENT OF HISTORIC DISTRICT ORDINANCE 2004-2: HARB member Dale Kaufman stated that he really appreciated the work that Carole Wilson has done for this new ordinance. Nancy Harper explained that she and Pauline Shurr have been working on a brochure for the Historic District and she will present it to Council at one of their meetings for their approval. Tom Lainhoff mentioned that it is a good ordinance, and asked if Council intends to enforce it. Velma Lutz stated that this will give HARB and the Borough more "teeth" and mentioned that the citizens of the town can also be the "eyes" and help to inform the office of any violations. Jim Kiscaden suggested having this ordinance mailed to all residents in the Historic District. A motion

was made by Jim Kiscaden, seconded by Mike Sollenberger and passed unanimously to enact the Historic District Ordinance 2004-2.

NEW BUSINESS:

AWARD KEYLESS ENTRY PROPOSAL: A motion was made by Don Bachman and seconded by Joe Coleman to award the proposal for a keyless entry system to Neff's Safe, Lock & Security at a cost of \$3007.00 plus an additional \$275.00 for the cards. Members Bachman, Coleman, Kiscaden, Simmons and Sollenberger cast assenting votes. Member Lutz cast a dissenting vote. Motion carried.

AUTHORIZATION TO OBTAIN PROPOSALS FOR AUDITING SERVICES: A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to authorize the Borough Manager to obtain proposals for auditing services.

AUTHORIZATION TO OBTAIN PROPOSALS FOR PUBLIC WORKS BUILDING: This project has been included in the Capital Improvements Program and Budget for the last three years. The proposed building will take the place of the red shed, and the approximate size will be 20' x 32'. A motion was made by Joe Coleman, seconded by Mike Sollenberger and passed unanimously to authorize the Borough Manager to obtain proposals for the Public Works Building.

PAYMENT OF SLSA INVOICE FROM BOND ISSUE – CAPITAL CONTRIBUTION: A motion was made by Mike Sollenberger, seconded by Don Bachman and passed unanimously to pay the invoice from SLSA for the Lyndon Pumping Station Construction costs in the amount of \$1,977.54 from the bond issue.

PAYMENT OF EICHELBERGERS INC. INVOICE – KING II TEST WELL: A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to authorize the payment of the Eichelbergers Inc., invoice in the amount of \$8773.00 for the King II test well and Change Orders 1 & 2.

OTHER BUSINESS:

Mike Sollenberger announced that Spotts, Stevens, & McCoy are the professional advisors that have been selected for updating the Joint Comprehensive Plan.

Velma Lutz suggested that Council members get questions to Lisa so she can fax them to PennDOT for their breakfast on April 23rd, and encouraged members to attend.

LIST OF BILLS: A motion was made by Don Bachman, seconded by Jim Kiscaden and passed unanimously to authorize payment of the bills in the amount of \$11,948.15.

CITIZEN'S COMMENTS:

LaJune Ranck stated that at a previous meeting, Charter Homes representatives said that they would not proceed with their building projects if the Route 896 Bypass did not go through, but she has recently heard that they have changed their minds and are going to continue. She asked what will happen then. Mayor Ryder stated that unfortunately Historic Drive is a private drive and Strasburg Borough cannot regulate how it should be upgraded if the Bypass does not go through.

ADJOURNMENT: A motion was made by Mike Sollenberger and seconded by Jim Kiscaden to adjourn the meeting at 8:18 P.M.

Submitted by:

Lisa M. Boyd, Borough Manager

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**SRASBURG BOROUGH COUNCIL
MARCH 30, 2004 - 7:30 P.M.
MINUTES**

MEMBERS PRESENT: Lutz Kiscaden Bachman Coleman Sollenberger

OTHERS PRESENT: Bruce L. Ryder, Mayor
Lisa M. Boyd, Borough Manager
F. Steven Echternach, Police Chief
Christine Drennen, Clerk
Lee Potts

CALL TO ORDER: The meeting was called to order at 7:30 P.M. by President Velma Lutz.

CITIZENS' COMMENTS: None.

MISSION STATEMENT: It was the consensus of the Council to proceed with adopting the Mission Statement as drafted at the next meeting.

REVIEW OF SHORT-TERM GOALS: The schedule & details of implementation as developed by the staff for the short-term goals were reviewed.

Delivering the HARB Ordinance was discussed and it was the consensus to ask HARB to deliver the ordinance along with their brochure in May.

The new Resident Brochure was discussed and it was the consensus that the brochure should be completed in-house and several revisions and additions were discussed to be included. It was the consensus of Council to have the Resident Brochure completed by the end of April. The Borough Manager was asked to contact the Womans' Club to obtain their input on parts of the brochure that duplicate their brochure. It was also discussed that the brochure should be provided to all new residents, and owners who pay the tenants' water bill should be contacted and asked to provide new tenant information to the Borough.

It was the consensus of Council to have the staff develop a timeline spreadsheet for all of the short-term goal projects.

ROUTE 896 RELOCATION PROJECT: Bruce Ryder, the 896 Relocation Project Manager, reported that all 4 developers did sign the developers agreement outlining their responsibilities, including the commitment of \$860,000 for the project budget for items such as engineering and right-of-ways.

In light of this milestone achievement, Joe Coleman made a motion to formally declare the Route 896 Relocation Project to no longer be on hold, and to allow the engineering activities that had been halted to resume. The motion was seconded by Mike Sollenberger and passed unanimously.

Mike Sollenberger made a motion to authorize the Borough Solicitor to draft an intermunicipal agreement ordinance for Strasburg Borough and Strasburg Township to authorize the municipal execution of the Developers' Agreement. The motion was seconded by Joe Coleman and passed unanimously.

Bruce Ryder stated that he will have the engineer develop a new project schedule.

REVIEW OF LONG-TERM GOALS: Joe Coleman again stated his desire for the staff to continue exploring options to complete the removal of telephone poles, installing the lines underground, in the Historic District. Velma Lutz stated that possibly reviewing the old pole tax and to not allow PP&L to install any new poles could assist with the completion of this goal.

ADJOURNMENT: Joe Coleman made a motion to adjourn the meeting at 9:30 P.M., seconded by Don Bachman and passed unanimously.

Respectfully submitted,

Christine Drennen
Clerk

STRASBURG BOROUGH COUNCIL MINUTES

Tuesday, April 13, 2004

MEMBERS PRESENT: Lutz Kiscaden Coleman Simmons Bachman
Sollenberger Schein

OTHERS PRESENT:

Bruce L. Ryder, Mayor	Lee Potts
Lisa M. Boyd, Borough Manager	Richard Spangler
Steve Echternach, Police Chief	Robert Gaynor
Patti Bachman, Admin. Assist.	May Gaynor
Rob Bowman, Charter Homes	LaJune Ranck
Jamie Brubaker, Charter Homes	Jan Kennell
John Murphy, Alpha Consult. Eng.	Dick Kennell
Gary Langmiur, GDHS	Marge & David Young
Mark Stanley, Hartman, Underhill & Brubaker	
Dale Doutrich	Larry Shurr
Cindy Hummel, Lanc. News Corresp.	Howard Mihan

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: The meeting was called to order at 7:30 P.M. by President Velma Lutz, followed by the salute to the flag. The Borough Manager took the roll call. President Lutz announced that the meeting will be audiotaped to assist in the preparation of the minutes.

MINUTES OF MARCH 23, 2004: A motion was made by Jim Kiscaden and seconded by Mike Sollenberger to approve the minutes of the March 23, 2004 meeting with the following correction: Under Award Keyless Entry Proposal, change Schein to Simmons as casting an assenting vote. Members Lutz, Kiscaden, Bachman, Sollenberger, Simmons and Coleman cast assenting votes to approve the minutes with the corrections. Member Schein abstained due to not being present at this meeting.

MINUTES OF MARCH 30, 2004: A motion was made by Jim Kiscaden and seconded by Mike Sollenberger to approve the minutes of the March 30, 2004 meeting with the following correction: Under Route 896 Relocation Project, change \$560,000 to 860,000 for the developer's commitment amount for the project. Members Lutz, Kiscaden, Bachman, Sollenberger and Coleman cast assenting votes. Members Schein and Simmons abstained due to not being present at this meeting.

MAYOR'S REPORT: Mayor Ryder reported that a second tour is now being conducted in the Borough. He explained that they have registered and they do have a permit. This new tour is

selling tickets with costumed vendors around the square. Mr. Ryder was concerned that others could come along and do this type of business before there are regulations in place for these tours, because they are not working out of a building or have a permanent place of business. Bruce suggested having these two tour groups contact Scott Standish of the Lancaster County Planning Commission, and have him give his presentation on Heritage Tourism. This way the tours would actually be Historically correct. It was the consensus of Council to monitor the tours for a few weeks and to have the staff check with other municipalities concerning this matter.

ENGINEER'S REPORT: Ray Miller submitted his written report dated April 7, 2004. It was reviewed and accepted without comment.

PRESIDENT'S REPORT: None.

OTHER REPORTS:

BOROUGH MANAGER: Lisa submitted her report dated April 8, 2004. Lisa mentioned that if anyone would like to attend the Lancaster County Boro's Association quarter meeting, they should let the staff know by Friday, April 23. Lisa also stated that the revised ordinances, resolution, and agreement required for the Statewide Building Building Code have been provided for Council's review. Authorization to advertise the ordinances will take place in May, enactment in June, and the Building Code will become effective July 1, 2004.

ZONING OFFICER: Barry Wagner submitted his report dated April 2, 2004. Jim Kiscaden commented that he liked this month's report, with a lot more information contained on it, it was the best one they've gotten. It was agreed to ask Barry if he would also list the address along with the homeowner's name.

POLICE: Chief Echternach submitted his written report dated April 8, 2004. Steve announced that the new County's Public Safety Training Center is having a VIP/Media Day on Friday, April 23rd, from 10 a.m. to 2 p.m. All public officials are invited.

PUBLIC WORKS: Paul Miller submitted his written report for March. It was reviewed and accepted without comment.

UNFINISHED BUSINESS:

CHARTER HOMES PRE-APPLICATION REVIEW – STRASBURG

COMMONS: Rob Bowman, President of Charter Homes gave a brief presentation on their information concerning Strasburg Commons. Due to this being a Pre-Application Review, no formal action was required. Some of the issues discussed, and will need to be addressed by the developer, were setbacks, street widths, street ownership, density, landscape buffer, and the Kinder Lane pedestrian access.

HARB POSITION: It was stated that four interviews were conducted. After clarification from Carole Wilson from the Lancaster County Planning Commission, the applicant must be a Real Estate Broker. Only one Broker applied for the position. A motion was made by Ann Schein, seconded by Mike Sollenberger and passed unanimously to appoint Len Ferber to the Historic Architectural Review Board.

NEW BUSINESS:

ADOPTION OF STRASBURG BOROUGH MISSION STATEMENT: The Strasburg Borough Mission Statement reads as follows:
Borough Council will strive to maintain the Borough as a wonderful place to live and raise a family and is committed to providing services and programs that retain the existing values of the community as reflected in these beliefs:

- Promoting the health, welfare, and safety of all residents including the opportunity to participate in wholesome recreational activities.
- Preserving the past and protecting the future through consistent interpretation and administration of the historic district ordinance.
- Fostering inter-municipal collaboration and cooperation.
- Maintaining and improving the infrastructure of the Borough.
- Demonstrating fiscal responsibility in all its deliberations.
- Encouraging productive dialogue between council and the citizens.
- Welcoming new residents by providing important information about the services available as well as important ordinances that reflect our mission statement.

It was the consensus for this to be the first reading of the mission statement. The staff will place the mission statement on the Borough website for the resident's review and comment prior to adoption at the April 27, 2004 meeting.

CERTIFICATE OF APPROPRIATENESS: A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the Certificate of Appropriateness for the following property and improvements:
49 East Main Street – An application was submitted to enclose the existing back porch (convert into a mud room). The approval for this application was to enclose the back porch, and the owner must provide samples of the paint color, and the types of windows and the door that will be used.

BOROUGH AUTHORITY STATUS: Due to the fact that this issue involves a legal matter, it was the consensus of Council to table this until the next meeting and to have the Solicitor attend.

A motion was made by Jim Kiscaden, seconded by Mike Sollenberger and passed unanimously to accept the \$45,000, if settlement takes place by May 20, 2004.

A motion was made by Jim Kiscaden, and seconded by Mary Simmons, and passed unanimously to advertise the meeting of April 27, 2004 to start at 8:30 due to the fact that this is an election day.

It was also the consensus of Council to have an executive session on May 11, 2004 beginning at 7:00 p.m. with the regular meeting starting at 8:00 p.m.

STORMWATER MANAGEMENT ORDINANCE – AUTHORIZATION TO INVESTIGATE IMPACT FEES: The staff will investigate stormwater fees through PSAB, PSATS, and other municipalities.

ROUTE 896 RELOCATION ORDINANCE #2004-5 – AUTHORIZATION TO ADVERTISE: A motion was made by Ann Schein, and seconded by Joe Coleman to authorize advertisement of the Route 896 Relocation Ordinance #2004-5.

Joe Coleman thanked Bruce Ryder for the full-time job he has taken on during the project and is thankful for the efforts he has put forth for this.

OTHER BUSINESS: Velma asked it be investigated concerning sidewalk blockages during the tours in Strasburg.

Jim Kiscaden asked about the procedure for adding Doug Myers to the tree committee. It was the consensus of Council to advertise the position, just as they do any other committee.

PAYMENT OF BILLS: A motion was made by Mike Sollenberger, seconded by Ann Schein and passed unanimously to pay the bills in the amount of \$44,780.70.

CITIZEN'S COMMENTS: Dick Spangler stated that he is concerned about the homes in Strasburg Commons being under \$100,000. It was stated that Rob was quoted that the homes will be in the mid 100's.

Howard Mihan asked if there is any idea how much the fees will be for the condo agreements. He was also concerned about the additional traffic and the impact it will have on the bypass. It was stated that there will be a traffic study and it will be presented to the Planning Commission.

Dale Doutrich asked if the center line in the square on North Decatur Street could be moved in order to allow two lanes of traffic to flow better going South. Bruce stated that this would involve doing a traffic study and to move the center line would have to be by the approval of PennDOT.

May Gaynor asked if improvements in the square could also be involved with the Route 896 Bypass project. May also stated that she is concerned about the water run-off in the Stormwater Management Ordinance.

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ADJOURNMENT: A motion was made by Ann Schein and seconded by Jim Kiscaden to adjourn the meeting at 9:30 p.m.

Submitted by:

Lisa M. Boyd

STRASBURG BOROUGH COUNCIL MINUTES

Tuesday, April 27, 2004, 7:30 P.M.

MEMBERS PRESENT: Lutz Kiscaden Coleman Simmons
Bachman Sollenberger Schein

OTHERS PRESENT:

Bruce L. Ryder, Mayor	Dick & Jan Kennell
Lisa M. Boyd, Borough Manager	Laurie Fulmer
Steve Echternach, Police Chief	Becca Fulmer
Patti Bachman, Admin. Assist.	Chad Harnish
Mark Harlacker, Keystone Homes	Terry Harnish
Chuck Zaleski, Attn.	Amy Ormerod
Keith Miller, RGS Assoc.	David & Margaret Young
Mark Johnson, RGS Assoc.	Gerald Hoffard
Clair Denlinger	John & Irene Sigler
Penny D' Alessandro	Ralph Lockard
Peggy Dearolf	Jeff Stoltzfus
Brett Thorius	Larry Royer
John Shumaker	Robert & May Gaynor
Ralph Goodno, Lanc. Co. Conservancy	Susan Parry, Capital RC&D
Matt Royer, Penn Future	Alvin & Patsy (Cora) Ranck
Tom Pontz	Roy H. & Elsie Charles
Florence Hoogerwerff	Carol Hitchens
Robert Donnell	Roger M. Rohrer
Isaac M. Fisher	Cindy Hummel, LNP Correspondent
Todd Rohrer	

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: The meeting was called to order at 7:30 P.M. by President Velma Lutz, followed by the salute to the flag. The Borough Manager took the roll call. President Lutz announced that the meeting will be audiotaped to assist in the preparation of the minutes.

REQUESTS TO BE HEARD: Matt Royer, of Penn Future, was in attendance on behalf of the Pontz's, Sigler's, Gaynor's, and the Deckman's concerning the development of Trails of Strasburg. Mr. Royer agreed to speak when the development comes up on the agenda.

MINUTES OF APRIL 13, 2004: A motion was made by Jim Kiscaden, seconded by Mary Simmons and passed unanimously to accept the minutes of April 13, 2004.

UNFINISHED BUSINESS:

President Velma Lutz read the following statement to all Council Members and Residents:

Tonight we will embark on the review of the Preliminary Plans for Trails for Strasburg, formerly called the Brendle-Hagelgans project. Few projects have provoked more interest, more contention and more accusations of “not listening”. Not listening is occasionally confused with not hearing what we want to hear. I respectfully ask that we all “listen to” the presentation tonight, with an open mind to the rights and responsibilities of all of the parties to this project: the developer – the neighborhood – the legislators and the community at large. Sound planning is a part of decision making, not only in our small community, but also in a more global concept. Through sound planning, certain rights have been given to property owners as well as developers. Certain clear responsibilities have been placed on local legislators. Residents unquestionably have rights but also sometimes have desires that exceed the limits of legalities.

We will “listen to” the professional, technical advisors that we and the developer, have employed. Following that, appropriate decisions will be made that may – or may not be – the desire of all of us. Please remember that we, as members of council too sometimes have to make a decision, including a vote, that does not always reflect our “druthers” but is a result of legislation imposed upon us and rules and regulations developed by us and by others over the years. There are without a doubt instances when a positive effect may be felt for the community that may well be regarded as a negative effect on a neighborhood. We are not always able to simply entertain “our hopes to keep everything the way it used to be.

It is my honest opinion that this council is entering into this review tonight with an impartial and open mind. Certainly we want to “listen to” all aspects of the presentation, just as we have been doing for the past – I believe it is 3 years. I hold that this “listening to” by everyone and the civilized treatment of each other with the utmost respect (both in this meeting and outside of this meeting) will be of profound benefit to our awe-inspiring Borough.

We request that all remarks be “first party” comments, rather than interpretations of “third party commentary.

TRAILS OF STRASBURG PRELIMINARY PLAN REVIEW: Mark Johnson from RGS Associates was in attendance to give a brief presentation and to answer questions concerning the Trails of Strasburg Preliminary Plan. Since some of the Council members felt that not all the conditions have been met on this plan, it was agreed that no action would be taken at this evening’s meeting. Mr. Goodno, from Lancaster County Conservancy agreed to work with the developer and the Strasburg Parks Foundation. It was the consensus of Council to have Mr. Goodno provide a written

report on his comments and suggestions. The developer has also agreed to work with the conservancy, with details to be worked out following the preliminary plan approval.

NEW BUSINESS:

ROGER ROHRER REQUEST: Mr. Rohrer is planning to add two one-story broiler houses, grass waterways, diversion areas, and a one-story litter shed. Mr. Rohrer does not, and will not use Borough water for the existing or proposed broiler houses. Mr. Rohrer was before the Strasburg Township Zoning Hearing Board on April 13, 2004 regarding a set-back variance. This variance was granted. In 1999 Mr. Rohrer went before the Strasburg Township Supervisors for a Conditional Use Hearing in order to erect two chicken houses. At that time the Borough indicated that it had no objections to the application if the Board of Supervisors imposed conditions. There were 14 conditions imposed. Mr. Rohrer had also attended the April Water Committee meeting and they recommended that the Borough Council require that the same conditions in the 1999 Decision be kept in place. It was the consensus of Borough Council to have a letter sent to the Strasburg Township Supervisors in favor of Mr. Rohrer's request, on the condition that all of the previous 14 conditions be adhered to.

CERTIFICATE OF APPROPRIATENESS – 310 MILLER STREET – NEW HOME: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to approve the Certificate of Appropriateness for the following property and improvements: 310 Miller Street – Single Family Dwelling. The colors approved by HARB are as follows: Windows and exterior doors – white. Soffit and fascia – white. Siding – desert tan. Trim – brilliant white. Accent – Essex green. Shingles – weathered wood. Brick – 1HB buff color mortar.

ADOPTION OF MISSION STATEMENT: A motion was made by Ann Schein, seconded by Mike Sollenberger and passed unanimously to adopt the Mission Statement for the Borough of Strasburg.

HARB BROCHURE – APPROVAL OF BROCHURE & PRINTING COSTS: A motion was made by Mary Simmons, seconded by Ann Schein and passed unanimously to approve the HARB brochure and letter to the citizens in the Historic District. This motion also approves the expense of approximately \$392.00 for printing of the brochure and extra monies for the postage of mailings. These brochures will be distributed door-to-door by HARB members.

OTHER BUSINESS: It was stated that West Lampeter Township has officially named their new park: The Village Park.

LIST OF BILLS: A motion was made by Mike Sollenberger, seconded by Don Bachman and passed unanimously to approve the payment of the bills in the amount of \$85,571.89.

CITIZEN'S COMMENTS: It was announced that the next meeting, which will be held on May 11, 2004, will begin at 8:00 P.M. An executive session will be held from 7:00 P.M. to 8:00 P.M.

ADJOURNMENT: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed to adjourn the meeting at 10:33 P.M.

Submitted by:

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH COUNCIL
MINUTES
MAY 11, 2004 - 8:00 P.M.**

Members Present: Lutz Kiscaden Sollenberger Simmons
 Schein Bachman

Others Present:

Bruce L. Ryder, Mayor	Al & Sandy Bernstorf
Lisa M. Boyd, Borough Manager	Carol Hitchens
F. Steven Echternach, Chief of Police	Irene Sigler
Ralph Goodno, Lanc. County Conservancy	Cindy Baker
Caroline Morton	Penny D'Alessandro
Stephen Smoker	Ben Wenger
Isaac Fisher	Mark Stivers, LCPC
Mark Campbell, HRG	Robert Gaynor
May Gaynor	Dick Kennell
Jan Kennell	Chuck Zaleski
Mark Johnson	

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: President Velma Lutz called the meeting to order at 8:00 P.M. followed by the pledge to the flag. President Lutz announced that just prior to this meeting an Executive Session was held to discuss litigation concerning Timbermont LLC, Timbermont Incorporation vs. Strasburg Borough, Docket # 00-09813. No official action was taken. The Borough Manager took the roll call. President Lutz announced that the meeting is being audiotaped to assist in the preparation of the minutes.

REQUESTS TO BE HEARD: None.

MINUTES OF APRIL 27, 2004: A motion was made by Ann Schein, seconded by Jim Kiscaden and passed unanimously to approve the minutes of April 27, 2004, as corrected with changing under the Trails of Strasburg that the Lancaster County Conservancy agreed to work with the developer.

MAYOR'S REPORT: The Mayor had nothing to report.

ENGINEER'S REPORT: The Engineer submitted his written report dated May 6, 2004. Velma Lutz asked if the Council is being kept up to date regarding the Water Committee's progress regarding the treatment system and the Borough Manager stated that copies of the minutes are provided to Council. Ann Schein asked about the item on the report regarding truck enforcement and the Mayor stated that truck enforcement is being investigated to be done on the relocated 896.

PRESIDENT'S REPORT: The President had nothing to report.

OTHER REPORTS:

BOROUGH MANAGER: The Borough Manager submitted her written report and commented that the LCBA inquired if the Borough would be willing to host the June 23, 2004 LCBA meeting and there is no additional cost to the Borough. It was the consensus of Council to host this meeting.

Ann Schein commented that the Borough Manager should contact Representative Gib Armstrong regarding the puddle problems on East Main Street.

ZONING OFFICER: The Zoning Officer's written report dated May 3, 2004, was received with the comment that this report contained good background information. The Borough Manager reported that a letter was just sent to the Mentzers on Miller Street denying a permit for a pole barn and a copy of the letter will be provided to Council at the next meeting.

POLICE: The Police Department submitted their monthly report for April dated May 6, 2004, and was received without comment.

PUBLIC WORKS: The Public Works Department submitted their monthly report dated May 2004. The Council noted that they were happy to see that only Spring water was needed to be used for many months.

UNFINISHED BUSINESS:

TRAILS OF STRASBURG – WAIVER REQUESTS AND DISCUSSION: Mark Campbell reviewed the stormwater management facilities that are proposed for the Trails of Strasburg Plan and stated that the result is that flows are reduced below current runoff values, which meets the Stormwater Management Ordinance requirement. It was stated that this development will not have an affect on the existing water problems on Sunset Avenue because those properties are out of the scope of this project.

Mark Johnson stated that their application to DEP for crossing the wetlands has already been submitted, and since the impact is less than .1 of an acre, it is a minor plan (general permit) and they expect to receive the permit soon.

It was stated that we are in need of the dewatering report from the developer. Mark Campbell stated that the number of stormwater concerns has been reduced to 7-8 nonsignificant concerns, and that basically the plan works. Mark Campbell stated that he has no problem with recommending approval and then having the nonsignificant concerns addressed later in the plan review process.

Mark Stivers of the LCPC stated that he is concerned with the ownership and maintenance of stormwater basins being split between 2 property owners, and suggests possibly changing the lot lines to place the basins on one property. Bruce Ryder suggested the possibility of a homeowners association being responsible for the maintenance of the basins. Chuck Zalewski, the attorney for the developer, stated that they can look into the possibility of a homeowners association, but prefers the basin to be Borough owned and maintained. Mark Stivers of the LCPC stated that municipal owned and maintained drainage basins are not common in Lancaster County.

Ralph Goodno of the Lancaster County Conservancy stated that if the Susan Avenue connection is pursued that the Conservancy will not be pursuing the conservation of the wetland area, but offered to work with the developer to educate the public and maintain the existing wetlands. Mr. Goodno stated that the Conservancy is more interested in the adjoining property and they prefer not splitting the wetland area.

Caroline Morton and Cindy Baker stated that the Parks Foundation tried to meet with the developer last year but the meetings never occurred. They also met with Mr. Goodno last year and he said the Conservancy was not interested in the wetlands. The Parks Foundation is interested in meeting with the developer and Conservancy to discuss the wetlands.

Mike Sollenberger stated that the Planning Commission recommended the Trails of Strasburg Plan because it improves safety (provides better access), goes with the historical grid layout of the town and follows recommendations of the official map. Ben Wenger, also on the Planning Commission, stated that the street grid is an integral part of the plan and that giving up less than .1 of an acre of wetlands is insignificant and that we can only look at the impact of the wetlands that are a part of the development plan, not the wetlands that fall outside of the development.

Bruce Ryder stated that he supports the Planning Commission and the official map but stated that if the Conservancy is willing to maintain the wetlands, he would consider giving up the connection to Susan Avenue, but the connection utilizing Candle Lane is necessary and stated that he is concerned with the "island" lot. Jim Kiscaden thanked Bruce Ryder for his comments and stated that he agrees with the compromise to preserve wetlands and eliminating the "island" lot.

Irene Sigler asked that Council wait to vote on the grid plan because of the recent interest from the Lancaster County Conservancy and the Parks Foundation wanting to meet with the developer and the Conservancy.

Mike Sollenberger made a motion, seconded by Ann Schein based on the Engineer's recommendation to approve the waiver regarding the Clear Sight Triangle at the intersection of Street B (Candle Lane) and Miller Street (Section 602.12.6). Members Sollenberger, Schein and Lutz cast assenting votes. Members Kiscaden, Bachman and

Simmons cast dissenting votes. Mayor Ryder was asked to cast a tie-breaking vote and cast an assenting vote. Motion passed.

Jim Kiscaden made a motion, seconded by Mike Sollenberger and passed unanimously to approve the Pipe Materials waiver (Section 502.1.4) (using smooth pipe instead of metal), based on the Engineer's recommendation.

Ann Schein made a motion, seconded by Mary Simmons and passed unanimously to approve the Park and Open Space Provision waiver (Section 616), based on the Engineer's recommendation.

Velma Lutz stated that with the exception of the three waivers that were just approved, the Trails of Strasburg Plan meets the Borough regulations.

ROUTE 896 RELOCATION INTERGOVERNMENTAL COOPERATION ACT - ENACTMENT OF ORDINANCE 2004-3: Jim Kiscaden made a motion, seconded by Ann Schein and passed unanimously to enact Ordinance 2004-3 authorizing the Borough of Strasburg to enter into an agreement concerning the extension and relocation of Route 896 with the Township of Strasburg, Team Netherlands Realty LLC, Historic Properties Partners L.P., GDHS LLC, North Field Partners L.P., and Charter Homes at Strasburg Inc.

NEW BUSINESS:

HANDI-CAP RAMPS PLEASANT VIEW DRIVE – AWARD PROPOSAL: A motion was made by Jim Kiscaden, seconded by Mary Simmons and passed unanimously to award the Pleasant View Drive handicap ramp installation to the low bidder, eberly Masonry, at a proposal of \$5,950.00.

APPOINTMENT OF CITIZEN ADVISOR – HISTORIC DISTRICT BOARD: It was the consensus of Council to inform HARB that they can appoint non-voting technical advisors as needed.

APPROVAL OF RESIDENT BROCHURE: A motion was made by Jim Kiscaden, seconded by Mike Sollenberger and passed unanimously to approve the folded Strasburg Borough Resident Brochure.

STRASBURG REGION INTER-MUNICIPAL COOPERATIVE PLANNING AGREEMENT – AUTHORIZATION TO ADVERTISE ORDINANCE 2004-4: A motion was made by Ann Schein, seconded by Mike Sollenberger and passed unanimously to authorize the Borough Manager to advertise Ordinance 2004-4, an Ordinance adopting and entering into the Strasburg Region Inter-Municipal Cooperative Planning Agreement. Mark Stivers of the LCPC stated that the Steering Committee needs to be appointed because they will need to approve the scope of work to be forwarded to the Lancaster County Commissioners.

AUTHORIZATION TO EXECUTE WATER TREATMENT PLANT UPGRADE

PROPOSAL: A motion was made by Ann Schein, seconded by Jim Kiscaden and passed unanimously to authorize the Borough Manager to execute the water treatment plant upgrade lump sum proposal from HRG, Inc. in the amount of \$17,690.

STATEWIDE BUILDING CODE - AUTHORIZATION TO ADVERTISE ORDINANCES

2004-5 AND 2004-6: A motion was made by Mike Sollenberger, seconded by Jim Kiscaden and passed unanimously to authorize the Borough Manager to advertise Ordinance 2004-5, an Ordinance to implement the Pennsylvania Construction Code Act, Act 45 of 1999, and to enact the Pennsylvania Uniform Construction Code and Regulations for the administration of the Uniformed Construction Code in Strasburg Borough, and Ordinance 2004-6, an Ordinance to enter into an intermunicipal agreement to provide for joint administration of certain portions of the Building Code each municipality will enact in accordance with Act 45 of 1999, with an effective date of July 1, 2004, and a 5-member Board of Appeals.

ROUTE 896 RELOCATION PROJECT - AUTHORIZATION TO SEND

CURB/SIDEWALK INSTALLATION NOTICES: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to authorize the Borough Manager to send curb/sidewalk installation notices to the North Decatur Street properties included in the 896 Relocation Project.

AUTHORIZATION TO REQUEST BIDS FOR SALE OF 1998 POLICE CRUISER:

The Police Chief stated that for maintenance reasons, it was his recommendation to keep the 1995 cruiser and sell the 1998 cruiser. A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to authorize the Borough Manager to advertise for sealed bids for the sale of the 1998 police cruiser.

OTHER BUSINESS: Ann Schein made a motion to revisit and obtain pricing for the replacement of chairs for the Council Table, seconded by Jim Kiscaden and passed unanimously.

Velma Lutz stated that Strasburg Township will be having a hearing regarding the placement of a tower on May Post Office Road.

Ann Schein stated that employee evaluations are set for July and asked if all members are satisfied with the current evaluation form. Ann further suggested that self-evaluations be included in the evaluation process. Ann Schein stated that she was satisfied with the current evaluation form and Mayor Ryder stated that the current form has been used for several years and recommends its continued use to retain consistency.

The Spring/Summer newsletter was discussed and it was the consensus to proceed with this newsletter, possibly coordinating with the sending of the annual CCR Water Report, with the possibility of reducing the number of newsletters next year to one.

Mike Sollenberger stated that the Planning Commission was charged with coming up with an acceptable Brendle/Hagelgans plan, and a grid plan was approved unanimously by the Planning Commission. Mike further stated that he hopes that Council thinks long and hard and heeds the advice provided by the Planning Commission.

PAYMENT OF BILLS: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to authorize the payment of the bills in the amount of \$234,847.78.

CITIZEN'S COMMENTS: May Gaynor stated that the citizens have always wanted the Brendle/Hagelgans Parks plan, and the citizens have environmental rights and the citizens have not been listened to.

Velma Lutz, Ann Schein and Mike Sollenberger stated that the citizens have been listened to.

Cindy Baker stated that she feels that the Council needs to support the Planning Commission.

Mike Sollenberger stated that there is a tract of land in the Borough where the majority of wetlands reside and is interested in pursuing the development of that area through the Lancaster County Conservancy.

Velma Lutz stated that the Borough received inquiries regarding the possible extension of Sunset Avenue.

ADJOURNMENT: Ann Schein made a motion, seconded by Mike Sollenberger and passed unanimously to adjourn the meeting at 10:10 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH COUNCIL
MINUTES**

MAY 25, 2004 – 7:30 P.M.

MEMBERS PRESENT: Kiscaden Sollenberger Simmons
Bachman Schein

OTHERS PRESENT:

Bruce L. Ryder, Mayor Irene Sigler
Lisa M. Boyd, Borough Manager Lee Potts
F. Steven Echernach, Police Chief Bob & May Gaynor
Patti Bachman, Admin. Assist. Jeff Book
Cindy Hummel, LNP Rep. Robert B. Campbell, Jr.
Michael L. Saxinger, Saxinger & Black, Inc.
Penny D'Alessandro

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: Vice President Jim Kiscaden called the meeting to order at 7:30 P.M. followed by the pledge to the flag. Vice President Kiscaden announced that the meeting is being audiotaped to assist in the preparation of the minutes.

REQUESTS TO BE HEARD: Irene Sigler questioned if any action would be taken tonight on the letter submitted to each Council Member. Jim Kiscaden stated that it will be addressed at the June 8th meeting.

MINUTES OF MAY 11, 2004: A motion was made by Mike Sollenberger, seconded by Ann Schein and passed unanimously to approve the minutes of May 11, 2004 with the addition of Ann Schein and Mike Sollenberger's names to the comment that citizens have been listened to.

TREASURER'S REPORT – APRIL: A motion was made by Ann Schein and seconded by Don Bachman to accept and file for audit the Treasurer's Report for April 2004.

UNFINISHED BUSINESS: Ann Schein asked about the puddle situation on Main Street, and asked about the new Ghost Tours. Steve stated that routes are on file and have been approved. The Borough has always been aware that Historic Tours would be conducted during the day and Ghost Tours would be conducted at night. Lisa stated that she has been in contact with Rep. Armstrong's offices.

NEW BUSINESS:

LAMPETER-STRASBURG RECREATION COMMISSION ANNUAL REPORT:

Jeff Book was in attendance and gave a brief presentation of the L-S Recreation Commission's 2003 Annual Report.

R. B. CAMPBELL – REQUEST FOR 5 YEAR EXTENSION: Mr. Campbell was in attendance and gave a status report and review of the issues concerning his request for a 5 year extension. It was the consensus of Council that Mr. Campbell bring back some written documentation concerning the PaDOT Highway Occupancy Permit, and that he does have long-term access to the property through the access driveway.

AWARD PAVING BID – FRANKLIN, S. FULTON STREET & PLEASANT

VIEW DRIVE: A motion was made by Ann Schein and seconded by Mary Simmons to award the paving bid for Franklin and South Fulton Street in the amount of \$28,308.40 and Pleasant View Drive in the amount of \$20,916.40 to the low bidder McMinn's Asphalt.

STORMWATER MANAGEMENT ORDINANCE – AUTHORIZATION TO

ADVERTISE: A motion was made by Mary Simmons, seconded by Ann Schein and passed unanimously to authorize the Borough Manager to advertise the Stormwater Management Ordinance.

APPOINTMENTS TO REFUSE AND RECYCLING COMMITTEE: A motion was made by Mike Sollenberger, seconded by Don Bachman and passed unanimously to appoint Joe Coleman and Jim Kiscaden to serve as the Council representatives on Refuse and Recycling Committee, with the Committee appointing three citizen representatives and staff.

APPOINTMENTS TO STRASBURG REGION STEERING COMMITTEE:

A motion was made by Ann Schein and seconded by Mary Simmons to appoint Ken Johnson, Lee Potts, and Denise Garaffa as citizen representatives, Mike Sollenberger as the Council Representative, Joe Orndorf as the Jt. Planning Commission representative and Lisa Boyd as the staff representative to the Strasburg Region Steering Committee as recommended by the Personnel Contacts. Members Schein, Simmons, Sollenberger, and Bachman cast assenting votes. Member Kiscaden cast a dissenting vote. Motion carried.

AUTHORIZATION TO PURCHASE COUNCIL TABLE CHAIRS:

A motion was made by Mike Sollenberger, seconded by Don Bachman and passed unanimously to authorize the Borough Manager to execute the quotation from Benjamin Roberts in the amount of \$1,495.00 for ten high back swivel chairs for the Council table.

OTHER BUSINESS: Jim Kiscaden, on behalf of the Strasburg Fire Company #1, thanked Borough Council for the donation.

LIST OF BILLS: A motion was made by Mike Sollenberger, seconded by Ann Schein and passed unanimously to authorize payment of the bills in the amount of \$131,034.73.

CITIZEN'S COMMENTS: Don Bachman reminded everyone about the Memorial Day parade on Monday, and the service to follow in the Strasburg Cemetery.

ADJOURNMENT: A motion was made by Ann Schein and seconded by Mike Sollenberger to adjourn the meeting at 8:56 P.M.

Submitted by:

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH COUNCIL
MINUTES**

JUNE 8, 2004 – 7:30 P.M.

MEMBERS PRESENT: Lutz Kiscaden Sollenberger Simmons
Bachman Schein Coleman

OTHERS PRESENT:

Bruce L. Ryder, Mayor	John & Irene Sigler
Lisa M. Boyd, Borough Manager	Pauline Shurr
F. Steven Echternach, Police Chief	Clair Denlinger
Patti Bachman, Admin. Assist.	Randy Pearson
Bill Crosswell, MHC&K	John Bush
Mark Campbell, HRG	Lee Potts
Cindy Hummel, LNP Rep.	Stephen Scanlon
Emily Thompson	Robert & May Gaynor
Ralph Lockard	Ronald L. Bowman
Ray Reeder	Susan Dreyer
Susan Heil	Anne Reahm
Mark Johnson, RGS Assoc.	Ron Deckman
Chuck Zaleski, R&A, P.C.	David & Margaret Young
Mark Harlacker, Keystone Homes	Tony & Penny D'Alessandro
Isaac Fisher	Bill Koch
Holly Miller	

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: President Velma Lutz called the meeting to order at 7:30 P.M. followed by the pledge to the flag. President Lutz announced that the meeting is being audiotaped to assist in the preparation of the minutes.

REQUESTS TO BE HEARD: Resident May Gaynor stated that there are some interesting articles in the local newspapers about new developments in other municipalities.

MINUTES OF MAY 25, 2004: A motion was made by Jim Kiscaden and seconded by Ann Schein to approve the minutes of the May 24, 2004 meeting as printed. Members Coleman and Lutz abstained due to not being present at this meeting. Motion passed.

MAYOR'S REPORT: None.

ENGINEER'S REPORT: Ray Miller submitted his written report dated June 3, 2004. It was reviewed and accepted without comment.

PRESIDENT'S REPORT: President Lutz stated that she was pleased to see the participation of Borough Council in the Memorial Day Parade. She stated that she would also like to see Strasburg Township participate also.

OTHER REPORTS:

BOROUGH MANAGER: Lisa submitted her written report on which she commented on each of the agenda items. Lisa also mentioned that a draft of the newsletter had been provided to each of the Council Members and that any comments will need to be in the office by noon tomorrow, Wednesday, June 9th.

ZONING OFFICER: Barry Wagner submitted his written report dated May 21, 2004.

POLICE: Chief Echternach submitted his written report dated June 3, 2004. It was reviewed and accepted without comment.

PUBLIC WORKS: Paul Miller Jr. submitted his written report for May 2004. It was reviewed and accepted without comment.

UNFINISHED BUSINESS:

TRAILS AT STRASBURG – PRELIMINARY PLAN: Chuck Zaleski was in attendance to answer questions and to hear comments concerning the preliminary plan. Bill Crosswell stated that Council does not have to act on the plan tonight, under the latest extension, they have until June 22, 2004. Mark Campbell stated that the last submitted set of plans addressed the vast majority of outstanding comments and the ones that remain, can easily be dealt with. He stated that Strasburg Borough is very concerned about the stormwater issues, and he felt that these issues have also been addressed. Mark was questioned about the de-watering time and stated that it is substantially less than the 24 hours that the borough ordinance calls for. Jim Kiscaden stated that he is concerned about the safety of the people living on Susan Avenue with the additional traffic due to this development. A question also arose about some type of buffering for the north side of the Sigler property. Mr. Zaleski stated that that additional screening was looked at for the east side of Candle Lane, and stated that he does not feel that it is possible for screening to be placed at the rear of the Sigler property, and that the ordinance does not require that homes be screened from homes. Retaining, and the maintenance of the remaining wetlands was also an issue with some of the members. Member Lutz asked of the 48 conditions, are there any that the developers are not willing to accept? Mr. Zaleski stated that all of the conditions

that were presented to Council are acceptable. It was the consensus of Borough Council to have more information concerning a Homeowner's Association. A motion was made by Jim Kiscaden and seconded by Ann Schein to give conditional approval of the Trails at Strasburg Preliminary Plan dated June 20, 2002, last revised May 13, 2004 with 48 conditions attached. Members Kiscaden, Schein, Lutz, Sollenberger and Simmons cast assenting votes. Members Bachman and Coleman cast dissenting votes. Motion carried.

ENACTMENT OF STRASBURG REGION ORDINANCE 2004-4: A motion was made by Ann Schein, seconded by Mike Sollenberger and passed unanimously to enact Ordinance 2004-4, an ordinance adopting and entering into the Strasburg Region Inter-Municipal Cooperative Planning Agreement.

ENACTMENT OF BUILDING CODE ORDINANCES 2004-5 AND 2004-6: A motion was made by Joe Coleman, seconded by Ann Schein and passed unanimously to enact Ordinance 2004-5, an Ordinance to implement the Pennsylvania Construction Code Act, Act 45 of 1999, and to enact the Pennsylvania Uniform Construction Code and Regulations for the administration of the Uniformed Construction Code in Strasburg Borough, and enact Ordinance 2004-6, an Ordinance to enter into an intermunicipal agreement to provide for joint administration of certain portions of the Building Code each municipality will enact in accordance with Act 45 of 1999, to be effective July 1, 2004. The motion also includes authorization to advertise for the five members to serve on the Construction Code Board of Appeals, and the temporary appointment of West Lampeter Township to serve as the Borough's Building Code Official.

ADOPTION OF BUILDING CODE FEE RESOLUTION 2004-6: A motion was made by Ann Schein and seconded by Mike Sollenberger to adopt Resolution 2004-6 establishing fees for administration of the Strasburg Borough Building Code. Members Coleman, Sollenberger, Schein, Lutz, Simmons and Bachman cast assenting votes. Member Kiscaden cast a dissenting vote. Motion carried.

NEW BUSINESS:

AWARD POLICE CRUISER BID: A motion was made by Mike Sollenberger, seconded by Ann Schein and passed unanimously to award the sale of the 1998 Ford Crown Victoria police cruiser to the high bidder, Government Cars, at a bid of \$2,763.00.

AWARD OF AUDIT PROPOSAL: A motion was made by Mike Sollenberger, seconded by Jim Kiscaden and passed unanimously to award the audit proposal to the low proposer, Reinsel Company of Wyomissing at a proposal of \$9,100 for 2004; \$9,550 for 2005; and \$10,050 for the 2006 Borough and Authority annual

audits. Joe Coleman thanked Lisa for the excellent job she did in acquiring the information and conducting the interviews of the candidates.

REDUCTION IN LETTERS OF CREDIT – S. E. SMOKER: A motion was made by Ann Schein, seconded by Mary Simmons and passed unanimously to reduce the letter of credit for the Strasburg Post Office Site in the amount of \$18,254.50, with a remaining balance of \$0 as recommended by HRG; reduce the letter of credit for the Office/.Bank Site in the amount of \$23,150.60, with a remaining balance of \$660.00 as recommended by HRG; and reduce the letter of credit for the Pharmacy Site in the amount of \$7,499.60, with a remaining balance of \$11,165.00 as recommended by HRG.

WATER STORAGE FACILITY LOCATION DISCUSSION: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to acknowledge receipt of the information regarding the water storage facility location, and to discuss this item further at the June 22 Council meeting.

FEE IN LIEU OF PARKS AND OPEN SPACE FEE: It was the consensus of Council to delay action on this item.

TREE COMMITTEE APPOINTMENT: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to appoint Lee Potts to fill the unexpired term of Harriet Miller on the Tree Committee until December 31, 2004.

HISTORIC DISTRICT CERTIFICATES OF APPROPRIATENESS – 121 S. DECATUR ST., 107 MILLER ST., & 214 W. MAIN ST.: A motion was made by Ann Schein, seconded by Jim Kiscaden and passed unanimously to approve the Certificate of Appropriateness' for 121 South Decatur Street, 107 Miller Street, and 214 West Main Street.

OTHER BUSINESS: A motion was made by Jim Kiscaden, seconded by Mike Sollenberger and passed unanimously that the Planning Commission be instructed to review the Official Map for it's appropriateness for the 21st century.

Joe Coleman stated he would like Council to recognize Don Bachman for the work he has accomplished for Memorial Day and the effort he took in remembering those that had fallen in Iraq and his continued efforts to keep the town a community by helping with these activities that make Strasburg a special place.

PAYMENT OF BILLS: A motion was made by Mike Sollenberger, seconded by Don Bachman and passed unanimously to pay the bills in the amount of \$42,026.19.

CITIZEN'S COMMENTS:

ADJOURNMENT: A motion was made by Jim Kiscaden and seconded by Mary Simmons to adjourn the meeting at 9:28 P.M.

Submitted by:

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH COUNCIL
MINUTES**

JUNE 22, 2004 – 7:30 P.M.

MEMBERS PRESENT: Lutz Sollenberger Simmons Schein
Bachman Coleman

OTHERS PRESENT:

Bruce L. Ryder, Mayor Ron Harper
Lisa M. Boyd, Borough Manager Lee Potts
Patti Bachman, Admin. Assist. Robert & May Gaynor
Cindy Hummel, LNP Rep. Bob Stanley
Bob Devonshire, Strasburg Fire Co. Linda Lee Dworsak

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: President Velma Lutz called the meeting to order at 7:30 P.M. followed by the pledge to the flag. President Lutz announced that the meeting is being audiotaped to assist in the preparation of the minutes.

REQUESTS TO BE HEARD: Bob Stanley of Dallas Avenue asked what is being done about the water run-off problem in his neighborhood. It was stated that this has been looked into and that all the properties are private, and that the homeowners are responsible for keeping this drainage area clean and free of debris so that the water can flow properly. Council agreed to look at the situation again and to contact all the property owners and have a meeting with them to explain what can be accomplished to help correct the problem.

Linda Dworsak stated that she did not receive a letter from Bryan Blank concerning his Zoning Hearing Notice. It was stated that this meeting will be open to the public and that she is welcome to come to the meeting. It was also stated that she will be contacted to let her know when the next meeting will take place.

MINUTES OF JUNE 8, 2004: A motion was made by Ann Schein, seconded by Mary Simmons and passed unanimously to approve the June 8, 2004 minutes with the inclusion of more information on the Trails at Strasburg; which states; Chuck Zaleski was in attendance to answer questions and to hear comments concerning the preliminary plan. Bill Crosswell stated that Council does not have to act on the plan tonight, under the latest extension, they have until June 22, 2004. Mark Campbell stated that the last submitted set of plans addressed the vast majority of outstanding comments and the ones that remain, can easily be dealt with. He stated that Strasburg Borough is very concerned about the stormwater issues, and he felt that these issues have also been addressed. Mark was questioned about the de-watering time and stated that it is substantially less than the 24 hours that the Borough ordinance calls for. Jim Kiscaden stated that he is concerned

about the safety of the people living on Susan Avenue with the additional traffic due to this development. A question also arose about some type of buffering for the north side of the Sigler property. Mr. Zaleski stated that additional screening was looked at for the east side of Candle Lane, and stated that he does not feel that it is possible for screening to be placed at the rear of the Sigler property, and that the ordinance does not require that homes be screened from homes. Retaining, and the maintenance of the remaining wetlands was also an issue with some of the members. Member Lutz asked of the 48 conditions, are there any that the developers are not willing to accept? Mr. Zaleski stated that all of the conditions that were presented to Council are acceptable. It was the consensus of Borough Council to have more information concerning a Homeowner's Association.

This motion also included the addition of recognition to Don Bachman for the many community events that he has arranged. The paragraph reads: "Joe Coleman stated he would like Council to recognize Don Bachman for the work he has accomplished for Memorial Day and the effort he took in remembering those that had fallen in Iraq and his continued efforts to keep the town a community by helping with these activities that make Strasburg a special place.

ANNUAL FIRE COMPANY REPORT PRESENTATION: Bob Devonshire made a brief presentation for the Strasburg Fire Company #1 Annual fire, Training and Fire Prevention Report for 2003. Joe Coleman stated that Strasburg Borough is fortunate to have all the committed Fire Fighters. Joe asked for a list of all the calls that were just for Strasburg Township. Mike Sollenberger asked about the man power. Bob stated that it depends on the time of day.

UNFINISHED BUSINESS:

ENACTMENT OF STORMWATER MANAGEMENT ORDINANCE 2004-7: A motion was made by Mike Sollenberger, seconded by Joe Coleman and passed unanimously to enact the Stormwater Management Ordinance 2004-7.

LEAMAN PROPERTY – AUTHORIZATION TO PROCEED WITH QUIT CLAIM: A motion was made by Ann Schein, seconded by Mike Sollenberger and passed unanimously to authorize the Borough Solicitor to proceed with a Quick Title Action to secure the 4 acres which ownership is unknown.

WATER STORAGE FACILITY LOCATION DISCUSSION: Mayor Ryder stated that he talked with Steve and Paul and it is their opinion that the new facility being placed at the existing Reservoir site is not a security issue. He stated that nothing would be gained if the facility is placed in the Borough. Don Bachman stated that there would need to be a lot of maintenance to keep a steel tank in good operation. It was stated that the Reservoir is very clean and protected. A motion was made by Mary Simmons, seconded by Ann Schein and

passed unanimously to select the water storage facility location to be at the existing Reservoir site.

NEW BUSINESS:

AUTHORIZATION TO EXECUTE SUBDIVISION/LAND DEVELOPMENT ORDINANCE REVIEW PROPOSAL: A motion was made by Mike Sollenberger, seconded by Ann Schein and passed unanimously to authorize the Borough Manager to execute the Subdivision/Land Development Ordinance lump sum proposal from HRG Inc. in the amount of \$1,575.00.

AUTHORIZATION TO OBTAIN PROPOSALS FOR ROHRER WELL PUMP/CONTROL PANEL: A motion was made by Don Bachman, seconded by Mary Simmons to authorize the Borough Manager to obtain proposals for the Rohrer Well Pump/Control Panel. This motion also included the authorization to proceed with proposals for the fencing of this area.

OTHER BUSINESS: Ann Schein asked about the status of the 741 puddle situation. Lisa stated that she talked to Senator Armstrong's office. She also talked to the officials at PennDot and they stated that they will do nothing about it.

Mike Sollenberger updated Council on the steering committee for the Comprehensive Plan. Mike stated that it should start sometime next month and if all goes well, adoption of the plan should be in about 12 to 15 months.

Joe Coleman stated that at the last meeting he brought up the water and sewer policy of eliminating the discount to sewer for topping off pools. He stated that when someone has a leak, and ask for relief of the sewer portion it is allowed. Velma asked that the staff provide Council with a monetary amount for 2,000 gallons of water usage.

Joe Coleman also asked about the progress of 8-10 East Main Street. It was stated that the owner did not sign for his certified letter. It will now be sent regular mail, and if needed it will be hand delivered.

LIST OF BILLS: A motion was made by Mike Sollenberger, seconded by Ann Schein and passed unanimously to pay the bills in the amount of \$14,168.24. Council also asked that more detail be listed in the reference section of each of the bills.

CITIZEN COMMENTS: None.

EXECUTIVE SESSION: The regular meeting was convened into Executive Session at 9:05 P.M. to discuss a personnel issue. The regular meeting reconvened at 9:20 P.M. at which time a motion was made by Ann Schein, seconded by Mary Simmons and passed unanimously to grant a personal waiver to Patti Bachman to allow her to have her residency outside the Borough limits, subject to being reviewed periodically. This waiver has been granted to Patti, and not to the position.

ADJOURNMENT: A motion was made by Mike Sollenberger, seconded by Ann Schein and passed unanimously to adjourn the meeting at 9:22 P.M.

Submitted by:

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH COUNCIL
STRATEGIC PLANNING MEETING MINUTES
JUNE 29, 2004 - 7:30 P.M.**

Members Present: Lutz Sollenberger Simmons
 Schein Bachman Coleman

Others Present:

Bruce L. Ryder, Mayor	Nancy Harper (HARB)	Mike Raub (PC)
Lisa M. Boyd, Borough Manager	Beth Johnson (HARB)	Brian Groff (PC)
F. Steven Echternach, Police Chief	Lee Potts (Steering & Tree)	Mary Dresser (Tree)
Christine Drennen, Clerk	Harold Wiker (Authority)	Beth Retallack (ZHB & Tree)
Dick Kennell (ZHB & Tree)	Larry Shurr (Tree)	Susan Dreyer (Water)
Joe Cipolloni (ZHB)	Bill Koch (Water)	Ron Fox (Authority)

CALL TO ORDER: President Velma Lutz called the meeting to order at 7:30 P.M. President Lutz announced that the purpose of this meeting was to meet jointly with all of the Borough Board & Committee members to discuss communication.

All boards and committee members were provided an opportunity to comment on any concerns. Following extensive discussion, it was the consensus that:

* Quicker preparation of the minutes would enable various boards to know what was being discussed at other meetings.

* Incomplete Zoning Hearing Board applications were discussed and the Zoning Officer should be returning incomplete applications to the applicant.

* Notify all board & committee members when a plan is submitted to allow for comments to be forwarded to the appropriate board or committee, to allow for a more thorough review.

In conclusion, Velma Lutz stated that if any member has a comment or concern at any time, it should be forwarded to either an appropriate board or committee member or to the Borough Office.

ADJOURNMENT: All members were thanked for attending and the meeting was adjourned at 9:07 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH COUNCIL
MINUTES**

JULY 13, 2004 – 7:30 P.M.

MEMBERS PRESENT: Lutz Kiscaden Schein Bachman
Sollenberger Coleman

OTHERS PRESENT:

Bruce L. Ryder, Mayor Lee Potts
Lisa M. Boyd, Borough Manager Larry Wixon
Steve Echternach, Police Chief Penny D’Alessandro
Patti Bachman, Admin. Assist. May Gaynor
Cindy Hummel, LNP Rep.

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: President Velma Lutz called the meeting to order at 7:30 P.M. followed by the pledge to the flag. President Lutz announced that the meeting is being audiotaped to assist in the preparation of the minutes.

REQUESTS TO BE HEARD: None.

OFFICIAL MAP PRESENTATION – MARK STIVERS, LANCASTER COUNTY PLANNING COMMISSION: Mark Stivers of the Lancaster County Planning Commission gave a presentation regarding the Official map. Mark provided Council and the audience with information concerning what can be included on the Official Map. Mark explained how it is a planning tool that allows municipalities to plan and schedule public improvements such as streets, parks, pedestrian ways and easements, storm water management areas, flood control basins, drainage easements, and support facilities. Article IV of the Pennsylvania Municipalities Planning Code, Act 247 of 1968 as amended, provides the authority to municipalities to adopt official maps. In order to be effective, the official map should be part of an overall capital improvements plan.

MINUTES OF JUNE 22, 2004: A motion was made by Ann Schein and seconded by Joe Coleman to approve the minutes of the June 22, 2004 meeting as amended. The amendments include: Under Executive Session: The wording was added as follows: “...to grant a personal waiver to Patti Bachman to allow her to have her residency outside the Borough limits, subject to being reviewed periodically. This waiver has been granted to Patti, and not to the position.” Under Water Storage Facility: “Mayor Ryder stated that he talked with Steve and Paul and it is their opinion that the new facility being placed at the existing Reservoir site is not a security issue.” Members Lutz, Coleman, Bachman, Schein and Sollenberger cast assenting votes. Member Kiscaden abstained due to his absence at this meeting. Motion carried.

MAYOR'S REPORT: Mayor Ryder reported that he attended the Lancaster County Little League Challenger Division T-Ball Game which was held on the south lawn of the White House. Mayor Ryder stated that the children had a really good time.

ENGINEER'S REPORT: Ray Miller was on vacation, therefore no Engineer's Report was submitted.

PRESIDENT'S REPORT: None.

OTHER REPORTS:

BOROUGH MANAGER: Lisa submitted her written report on which she commented on each of the agenda items. Lisa also stated that the positions for the Building Code Board of Appeals had been advertised and that there were no letters of interest received. It was the consensus of Council to have an article placed in the newspaper concerning these new positions, and explain that if there are no responses received, we may have to appoint citizens who do not live in the Borough. Lisa stated that the other option would be to appoint the recently created Regional Board of Appeals, which West Lampeter Township has just appointed.

ZONING OFFICER: Barry submitted his written report.

POLICE: Chief Echternach submitted his written report. Steve also reported that the Homicide Warrant on Michael Austin was a job well done by Officer Jerry Drane. Steve stated that due to Officer Drane's efforts, this situation was handled very well. Officer Drane will be getting a letter of commendation. Steve also reported that he was able to attend and be on stage when President Bush attended a campaign rally in York.

PUBLIC WORKS: Paul Miller Jr. submitted his written report. It was reviewed and accepted without comment.

UNFINISHED BUSINESS:

RECREATION COMMISSION APPOINTMENT: A motion was made by Ann Schein, seconded by Joe Coleman and passed unanimously to appoint Cathy Dobish as the Borough Citizen Representative to the L-S Recreation Commission.

RECYCLING & REFUSE COMMITTEE APPOINTMENTS: This item was tabled. Lisa explained that one of the applicants has since asked to have their name removed due to time constraints.

CONSIDERATION OF BOROUGH POLICY REVISION: Member Joe Coleman requested that the "Discount for Sewer for Filling or Topping Off of Pools"

policy be reconsidered. As of December 18, 2001 the discount was discontinued. According to the minutes of the December 18, 2001 meeting this policy was considered and discontinued as part of the Sewer Rate increase discussion and ordinance adoption. Due to no motion on this matter, the policy stands as adopted.

NEW BUSINESS:

APPOINTMENT TO THE LANCASTER COUNTY HOUSING AND REDEVELOPMENT AUTHORITIES REGIONAL ADVISORY COUNCIL – MUNICIPAL REPRESENTATIVE: A motion was made by Joe Coleman, seconded by Jim Kiscaden and passed unanimously to reappoint Joe Cipolloni as the Municipal Representative to the Lancaster County Housing and Redevelopment Authorities Regional Advisory for a one year term.

AWARD OF PUBLIC WORKS' BUILDING MATERIAL PROPOSAL: A motion was made by Ann Schein, seconded by Joe Coleman and passed unanimously to award the proposal for the Public Works' Department building material to the low proposer Carter Lumber at a cost of \$5,975.45.

WATER STORAGE FACILITY – AUTHORIZATION TO PROCEED: A motion was made by Joe Coleman, seconded by Mike Sollenberger and passed unanimously to authorize proceeding with the design and location of the second reservoir on the existing Borough ground northwest side of the existing reservoir and to work with a local vendor in collaboration with an engineering firm.

HARB CERTIFICATES OF APPROPRIATENESS: A motion was made by Ann Schein, seconded by Jim Kiscaden and passed unanimously to approve the Certificates of Appropriateness for the improvements as approved and outlined in the minutes and on the Certificates of Appropriateness for the following properties: 15 West Main Street, 310 Miller Street, 124 West Main Street, 116 East Main Street, 16-18 Miller Street, 53 East Main Street, 17 South Decatur Street, 9 Miller Street, and 10 Miller Street.

OTHER BUSINESS: The improvements for 8-10 East Main Street was questioned. It was noted that the owners of this property have passed away and that this property is now in probate until the estate can be settled. It was the consensus of Council to have West Lampeter inspect the property for any safety hazards.

Ann Schein stated that Sertoma has agreed to purchase 2 trash receptacles and 2 benches for the square. A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously for the office staff to proceed with ordering these items when all the information has been collected, with Sertoma reimbursing the Borough.

Joe Coleman asked about underground utilities for center square. Joe mentioned an article in the Borough News concerning this type of project, and that grants are available. It was noted that Charter Homes could be approached about this type of work for their new development along Historic Drive.

A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to grant the request for Strasburg Fire Police to help with the bicycle race in Strasburg Township, contingent upon the receipt of the proper/required liability insurance/certificate. This motion also includes the coverage of worker's comp. insurance.

PAYMENT OF BILLS: A motion was made by Mike Sollenberger, seconded by Don Bachman and passed unanimously to authorize payment of the bills in the amount of \$36,232.56.

CITIZEN'S COMMENTS: May Gaynor stated that there was an article in the newspaper about wetlands in Manheim Township.

Larry Wixon commended the Borough Staff on the newsletter. Mr. Wixon also said that he feels that the Strasburg Community Park weeds are an eye sore and they are in violation of the weed ordinance.

ADJOURNMENT: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to adjourn the meeting at 9:00 P.M.

Submitted by:

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH COUNCIL
MINUTES**

JULY 27, 2004 – 7:30 P.M.

MEMBERS PRESENT: Lutz Kiscaden Schein Sollenberger
Simmons Bachman Coleman (7:40 p.m.)

OTHERS PRESENT:

Bruce L. Ryder, Mayor	Tom Martin, Strasburg Fire Co.
Lisa M. Boyd, Borough Manager	Willis Lefever, Jr. Fire Co.
Steve Echternach, Police Chief	Lee Potts
Patti Bachman, Admin. Assist.	Diane Stevenson, Sunshine Corners
Cindy Hummel, LNP Rep.	Linda Younger, Sunshine Corners
Penny D’Alessandro	Sandy Gavidino, Sunshine Corners
Dave Bowen, Sunshine Corners	Mark Johnson, RGS Assoc.
Mike Saxinger , Saxinger & Black, Inc.	
R.B. Campbell	

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: President Velma Lutz called the meeting to order at 7:30 P.M. followed by the pledge to the flag. President Lutz announced that the meeting is being audiotaped to assist in the preparation of the minutes.

REQUESTS TO BE HEARD: None.

MINUTES OF JUNE 29 & JULY 13, 2004: A motion was made by Ann Schein and seconded by Don Bachman to approve the minutes of the June 29, 2004 meeting and the minutes of the July 13, 2004 meeting. Member Kiscaden abstained from voting for the June 29, 2004 meeting due to his absence, and member Simmons abstained from voting for the July 13, 2004 meeting due to her absence. Motion passed.

TREASURER’S REPORT – JUNE 2004: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to accept and file for audit the Treasurer’s Report for the period ending June 20, 2004.

UNFINISHED BUSINESS:

STRASBURG FIRE COMPANY FINAL PLAN:

ACTION ON WAIVER REQUESTS: The Strasburg Fire Company is requesting this waiver of the preliminary plan review requirement and would like the plan to be reviewed as a Final Plan. The Fire Company is a

not for profit organization that offers a required service to the community. This organization is funded by charitable donations and fundraising events in the community. They believe that it will not be in the best interest of the community to extend the length of the review process. Due to the small scale of public improvements, issues that may arise as part of the review process can be dealt with during the final review process, meeting the intent and purpose of the ordinance. The Fire Company is also asking for a waiver of Section 602.14, which required a fully paved turnaround area with a minimum width of eighty feet. The Fire Company has provided an appropriately sized vehicle turn around area at two locations as an alternative to a large paved cul-de-sac and has provided site signage warning motorists of a “no through street”. The Fire Company has met the intent of the Ordinance and has provided an equal alternative that secures the objectives of the Ordinance. They are also requesting a waiver of Section 616 – Park and Open Space; requiring the dedication of land for park/open space use. The Fire Company feels that it is constructing a building for community use and provides a required public service to the community. They feel that these services and the creation of community space meet the intentions of the park and open space requirement. A motion was made by Ann Schein, seconded by Mike Sollenberger and passed unanimously to approve the following three waivers for the Strasburg Fire Company: Section 303 Preliminary Plan; Section 602.14 Cul-de-sac; and Section 616 Park and Open Space.

ACTION ON FINAL PLAN: The Planning Commission reviewed the Final Plan at their July 12th meeting, at which time they recommended conditional approval contingent upon the Fire Company providing appropriate evidence of a letter of credit. The Letter of Credit from the Bank of Lancaster County has been provided. The Lancaster County Planning Commission has reviewed the plan and recommended approval. The Zoning Hearing Decision, Stormwater Management Report, and other supporting documentation have been provided and are available for review at the Borough Office. A motion was made by Joe Coleman, seconded by Ann Schein and passed unanimously to approve the Strasburg Fire Company Plan dated April 2004, last revised June 25, 2004.

R. B. CAMPBELL – REQUEST FOR ONE YEAR EXTENSION OF TIME: Mark Stanley was on hand to give a brief presentation and to answer any questions. It was noted that it is important to move forward with this access before the Route 896 Project starts. Mark Stanley stated that they will be working with Mayor Ryder, HRG and PennDot to get it permitted and to get it included as part of the project. A motion was made by Jim Kiscaden, seconded by Mary Simmons and passed unanimously to approve the one-year extension of time to

allow Mr. Campbell to prepare, submit, and implement a long-term and permanent plan for vehicular access to his property at 272 North Decatur Street.

NEW BUSINESS:

LEASE OF BUILDING SPACE DISCUSSION: Linda Younger from Sunshine Corners stated that they would be interested in leasing the space from the Borough to expand their child care facilities. They would need to do some renovations, but would pay for and do that themselves. The Strasburg Borough Finance Contacts recommended that this space be advertised. It was the consensus of Council to have an executive session at the end of the meeting to discuss this matter further.

FEE SCHEDULE – ADOPTION OF RESOLUTION 2004-7: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to table action on this item.

LANCASTER COUNTY PLANNING COMMISSION REGION 6

APPOINTMENT RECOMMENDATION: A motion was made by Ann Schein, seconded by Mary Simmons and passed unanimously to recommend Mike Sollenberger as a candidate to fill the Region 6 position on the Lancaster County Planning Commission until December 2007 and to have a Borough Council or staff member attend the nomination meeting on Thursday, July 29th at 7:00 P.M.

TRAILS AT STRASBURG:

ROAD MAINTENANCE AGREEMENT: It is the desire of Strasburg Borough and Strasburg Township to have an agreement for the long term maintenance of the extension of Precision Avenue, which is proposed as part of the Trails at Strasburg plan, before accepting dedication. A motion was made by Ann Schein, and seconded by Mike Sollenberger to authorize the preparation of the Road Maintenance Agreement with all costs of preparation being paid by the developer. Members Lutz, Schein, Kiscaden, Bachman, Simmons and Sollenberger cast assenting votes. Member Coleman cast a dissenting vote. Motion carried.

FEE IN-LIEU OF PARKS & OPEN SPACE: Fee in Lieu of Parks and Open Space was one of the conditions that Keystone had to satisfy before proceeding to the Final Plan. A motion was made by Jim Kiscaden, and seconded by Mike Sollenberger to accept the Fee In Lieu of Parks and Open Space fee in the amount of \$20,017.50 submitted by Keystone Custom Homes. Members Lutz, Schein, Kiscaden, Bachman, Simmons

and Sollenberger cast assenting votes. Member Coleman cast a dissenting vote. Motion carried.

OFFICIAL MAP REQUEST: Mark Johnson of RGS Associates was present at the July 12th Planning Commission meeting and stated that they met with DEP regarding the connection to Susan Avenue. DEP was concerned about precedence and wanted to minimize unnecessary crossing of wetlands and DEP wanted verification that if they grant the Susan Avenue wetlands crossing that they would not be asked to grant future crossings of Mindy Avenue and Sunset Avenue. At the request of DEP, Mr. Johnson asked for the Official Map to be revised to eliminate the connection to Mindy and Sunset Avenue. A motion was made by Ann Schein and seconded by Mike Sollenberger to forward a letter to Keystone Custom Homes indicating that the Borough will consider the removal of Mindy Avenue during the review of the Official Map. Members Lutz, Schein, Bachman, Simmons and Sollenberger cast assenting votes. Members Coleman and Kiscaden cast dissenting votes. Motion carried.

STRASBURG-HEISLER LIBRARY LONG RANGE PLANNING –

APPOINTMENT OF BOROUGH REPRESENTATIVE: A letter was received from Sandy Dinoff, Director of Strasburg-Heisler Library stating that they are embarking on a long range planning effort to address the need for stable and sufficient funding. They would like to have a representative from Borough Council serve on the committee. Mayor Bruce Ryder volunteered. A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to have Mayor Ryder represent the Library at these meetings.

MAIN STREET PUDDLES – CONSIDERATION AND ACCEPTANCE OF

PROPOSAL: East Lampeter Township, at no cost to Strasburg Borough, shot grades which were provided to Grassel Paving. Three areas met the requirements for repair. A representative from Grassel Paving did indicate that they could not guarantee that the puddles would totally be gone, but they would not be as deep or wide, and would not remain as long. Grassel has been highly recommended by two other municipalities. A motion was made by Mike Sollenberger, and seconded by Don Bachman to authorize the Borough Manager to execute the proposal and to instruct Grassel Paving to proceed with the repair of the puddles on East and West Main Street at a cost of \$1,500.00. Members Lutz, Schein, Sollenberger and Bachman cast assenting votes. Members Kiscaden, Coleman and Simmons cast dissenting votes. Motion carried.

STORMWATER STUDIES – AUTHORIZATION TO PARTNER WITH THE DEPARTMENT OF ARMY CORPS FOR NORTHWEST AREA:

The Borough has the opportunity to partner with the Army Corps to complete the remaining Stormwater Studies for the remaining areas of the Borough. The

current agreement is only for Phase I, which is the Northwest Area and includes Prospect, Blackhorse, Cambridge, Clearview, Crosskeys, David Bair, Hemlock, Mindy, Precision, Putnam, Robert Evans, Sunset, and Susan. In 2004 the Borough budgeted \$14,135.00 for this area. Partnering with the Army Corps will save the Borough \$4,635.00 in 2004. If the Borough decides to partner with the Corps for the remaining three phases, the Borough will save a total of \$19,670.00. A motion was made by Joe Coleman, seconded by Jim Kiscaden and passed unanimously to authorize the Council President to execute the Planning Assistance to States Program Letter of Agreement between the Borough and the U.S. Army Corps of Engineer to complete the Stormwater Study of the Northwest area of the Borough at a cost to the Borough of \$9,500.00.

HARB CERTIFICATES OF APPROPRIATENESS: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to approve the Certificates of Appropriateness for the improvements as approved and outlined in the minutes and on the Certificates of Appropriateness for the following properties: 14 South Decatur Street, 124 South Decatur Street, and 15 Miller Street.

AUTHORIZATION TO PURCHASE STUFFER BOXES FOR PUMPS AT PUMP STATION #5: The two existing stuffer boxes have been rebuilt so often that they no longer work correctly. Due to the fact that these are at least 30 years old, only one vendor has the parts available. A motion was made by Ann Schein, seconded by Don Bachman and passed unanimously to authorize the Borough Manager to purchase two stuffer boxes for the two pumps at Pump Station #5 at a cost of \$2,052.00 each from Bucks Environmental Systems Corp.

OTHER BUSINESS: It was the consensus of Council to have the job description from HARB for the Citizen Advisor come before them for their review before taking action.

Mayor Ryder stated that he has been contacted by Charlie Smithgall, stating that the city would like to sell some water to Strasburg Borough. It was stated that it is not the cost of the water that is of concern, but the cost of the connection to get the water to Strasburg. The cost is so expensive that it would be hard to justify maintaining the system and the cost of the connection.

Jim Kiscaden, President of Strasburg Fire Company, questioned the installation of sidewalks on the south side of the Franklin Street extension for the new Fire Company. It was stated that the Fire Company volunteered to put these in, but the consensus of Council is that the Fire Company should ask for a waiver to not install these walks.

PAYMENT OF BILLS: A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to authorize payment of the bills in the amount of \$33,854.56.

CITIZEN COMMENTS: Lee Potts asked which puddles are to be repaired.

At this time, Council adjourned at 9:20 P.M. to executive session to discuss a real estate transaction.

The meeting was reconvened at 9:55 P.M. at which time a motion was made by Ann Schein, seconded by Don Bachman and passed unanimously to advertise the space being vacated by the Lampeter-Strasburg Recreation Commission at \$5.50 per square foot, the tenant will be responsible for all renovations, and must be a non-profit organization, and pay 1/3 of the annual dumpster cost for approximately a 10 year lease.

ADJOURNMENT: A motion was made by Jim Kiscaden, seconded by Joe Coleman and passed unanimously to adjourn the meeting at 10:00 P.M.

Submitted by:

Lisa M. Boyd, Borough Manager

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**SRASBURG BOROUGH COUNCIL
AUGUST 10, 2004 - 7:30 P.M.
MINUTES**

MEMBERS PRESENT: Lutz Kiscaden Sollenberger Schein
Simmons Bachman (7:35 P.M.)

OTHERS PRESENT:

Bruce L. Ryder, Mayor	John Friel, Lancaster Newspapers
Lisa M. Boyd, Borough Manager	May Gaynor
F. Steven Echternach, Police Chief	Larry Wixon
Christine Drennen, Clerk	Stephen Smoker
	Lee Potts

CALL TO ORDER: The meeting was called to order at 7:30 P.M. by President Velma Lutz.

REQUESTS TO BE HEARD: None.

MINUTES OF JULY 27, 2004: A motion was made by Ann Schein, seconded by Mary Simmons and passed unanimously to approve the minutes of the July 27, 2004 meeting with the following corrections:

Under Other Business, change the 3rd paragraph to read:

Jim Kiscaden, President of Strasburg Fire Company, questioned the installation of sidewalks on the south side of the Franklin Street extension for the new Fire Company. It was stated that the Fire Company volunteered to put these in, but the consensus of Council is that the Fire Company should ask for a waiver to not install these walks.

MAYOR'S REPORT: Mayor Ryder reported that a meeting is scheduled for Thursday morning (August 12th) with R.B. Campbell and PennDOT to discuss the driveway issue.

ENGINEER'S REPORT: Ray Miller submitted his written report dated August 4, 2004. The Borough Manager reported that the Bryan Blank Land Development Waiver, which the Planning Commission recommended to deny, has since been withdrawn. If Mr. Blank continues with the additional apartment, he indicated that he will go through the Land Development process.

PRESIDENT'S REPORT: President Lutz has nothing to report.

OTHER REPORTS:

BOROUGH MANAGER: The Borough Manager submitted her written report and continuous agenda. She further reported that the repair of the puddle areas has been scheduled for September 14th and 15th.

ZONING OFFICER: Barry Wagner submitted his written report dated August 4, 2004. Velma Lutz asked the staff to provide additional information regarding correspondence sent by the Zoning Officer.

POLICE: Chief Echternach submitted his written report dated August 5, 2004. It was reviewed and accepted without comment.

PUBLIC WORKS: Paul Miller Jr. submitted his written report for July 2004. It was reviewed and accepted without comment.

CONSENT AGENDA: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to approve the following items on the Consent Agenda:

- Authorization and Letter of Support to Submit Application for the Smart Growth Leadership Awards Program – Strasburg Community Park – Open Space
- Authorization to Prepare DCED Beautification Grant
- Approval of 2005 Budget Calendar
- Adoption of Resolution # 2004-8 – Winter Traffic Services

UNFINISHED BUSINESS

MANAGEMENT AGREEMENT DISCUSSION: The Borough Manager stated that the auditor has reviewed the Management and Subsidy Agreements and they are familiar with this and can assist with setting up the accounts. The fees established in Schedule A were discussed and it was stated that the manpower rates would be the same as they are currently paid and that either an hourly rate for equipment use or a yearly allocation to the reserve fund for future equipment purchases would be needed.

Jim Kiscaden made a motion to tentatively adopt the Management and Subsidy Agreements for both the Water and Sewer Systems and to schedule a meeting with the Authority to discuss any outstanding issues. The motion was seconded by Mary Simmons and passed unanimously.

If it suits the Authority members, the August 25, 2004 Authority meeting that was scheduled for 3:30 P.M. will be changed to 7:30 P.M. for the joint meeting between the Borough Council and the Authority.

NEW BUSINESS

S.E. SMOKER – REQUEST FOR WAIVER FROM PLAN NOTE: Stephen Smoker was present and outlined his request for a waiver of Condition 21 of the Preliminary/Final Land Development Plan for Building #300, Lot No. 3, of Historic Properties Partners L.P. plan, which is a condition that concerns joint responsibility for violations of water and sewer rates, rules and regulations. Mr. Smoker verified that improvements have been made to the gate valves which would allow the Borough to terminate service to either user without eliminating service and meter readings to the other users.

Jim Kiscaden made a motion to approve the waiver of Condition 21 of the Preliminary/Final Land Development Plan for Building #300, Lot No. 3, of Historic Properties Partners L.P., seconded by Ann Schein and passed unanimously.

FIRE COMPANY – REQUEST FOR WAIVER FROM SIDEWALK INSTALLATION:

Ann Schein made a motion, seconded by Don Bachman and passed unanimously to waive the requirement of Section 604.01 of the Subdivision and Land Development Ordinance to install sidewalks on the south side of Lot 4 of the Fire Company property on South Jackson Street.

OTHER BUSINESS

Velma Lutz asked the status of the sidewalk installation of the property on the corner of Funk and South Fulton Streets and asked if there was anything that could be done to get the contractor to complete the project. The Borough Manager stated that she has been in contact with the contractor several times and will contact him again.

Jim Kiscaden stated that he received three complaints from residents regarding the weeds in the Strasburg Park. Velma Lutz stated that the Parks Foundation has scheduled work days for the last Saturday of each month, beginning in July. Paths were smoothed at the July 31st work day and they plan to cut back the growth along the paths at the August 28th work day. Bruce Ryder stated that when the park was planned, Council took the position that the wildflower plantings would not be subject to the weed ordinance. Steve Echternach stated that he receives e-mail updates from the Park's landscape architect. He also stated that he had previously advised the Parks Foundation that they needed to weed the area and the Canadian thistle has been removed. Velma Lutz stated that the Parks Foundation is pleased with the progress of the growth in the park. She further stated that the residents who saw the preliminary plans for the park a few years ago are more aware that this is a stage in the progress of the park, and Jim Kiscaden suggested that the plans be republished to re-educate the public.

CITIZENS' COMMENTS: Larry Wixon asked who was paying for the puddle repairs on Main Street. Velma Lutz stated that after trying to get PennDOT to pay for the puddles for several years, this repair is being paid for by the Borough in order to get the problem resolved.

EXECUTIVE SESSION: At 8:20 P.M., President Velma Lutz announced that the meeting was being adjourned into Executive Session to discuss the possible purchase of real estate and personnel issues.

ADJOURNMENT: The meeting was reconvened at 9:21 P.M., at which time President Lutz announced that no official action was taken. Jim Kiscaden made a motion to adjourn the meeting at 9:21 P.M., seconded by Don Bachman and passed unanimously.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH COUNCIL
AUGUST 24, 2004 – 7:30 P.M.
MINUTES**

MEMBERS PRESENT: Lutz Kiscaden Sollenberger Schein
Simmons Bachman

OTHERS PRESENT:

Bruce L. Ryder, Mayor Lee Potts
Lisa M. Boyd, Borough Manager Robert & May Gaynor
F. Steven Echternach, Police Chief Jane Cascio
Patti Bachman, Admin. Assist. Cindy Hummel, LNP Correspondent
Cynthia Lee, CBHSG

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: President Velma Lutz called the meeting to order at 7:30 P.M. followed by the pledge to the flag. President Lutz announced that the meeting is being audiotaped to assist in the preparation of the minutes

REQUESTS TO BE HEARD: None.

EXECUTIVE SESSION: At 7:32 P.M., President Velma Lutz announced that the meeting was being adjourned into Executive Session to discuss Land Acquisition and personnel issues.

The regular meeting re-convened at 8:18 P.M. at which time, a motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously for Strasburg Borough to enter into an agreement with Benueel Esh to purchase the farm at the intersection of Peach Lane and White Oak Road for the protection of the Borough's water shed area at a price of \$650,000.00.

A motion was made by Jim Kiscaden, seconded by Mike Sollenberger and passed unanimously to authorize Borough Council to temporarily put on hold the installation of the reservoir until Borough Council has an opportunity to look into the financing involved in the purchase of this property.

A motion was made by Jim Kiscaden, seconded by Mike Sollenberger and passed unanimously to authorize the President of Borough Council to sign the Consumer Notice for Real Estate Purchase.

MINUTES OF AUGUST 10, 2004: A motion was made by Jim Kiscaden, seconded by Mary Simmons and passed unanimously to approve the minutes of August 10, 2004 as printed.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

TERRY HARNISH TWO LOT SUBDIVISION FINAL PLAN: These items were withdrawn from the agenda by the applicant.

ACTION OF WAIVER:

ACTION ON PLAN:

AWARD OF PROPOSAL – PAINTING OF BOROUGH BUILDING: A motion was made by Ann Schein, seconded by Jim Kiscaden and passed unanimously to award the painting of the municipal building to the low proposer, Carson Painting, in the amount of \$2,995.00, with the addition of the police department car port.

HERITAGE TOURISM PRESENTATION – SCOTT STANDISH, LANCASTER COUNTY PLANNING COMMISSION: Scott Standish from the Lancaster County Planning Commission was in attendance to provide a workshop/presentation entitled “Preserving the Spirit of Place in Lancaster County Pennsylvania”. The program provided an overview of the Lancaster County Heritage Program and the five principles for successful heritage tourism planning and development. Council and the audience learned ways of how this approach can be effectively applied in the Strasburg Region. The presentation also focused on how the Heritage Program can help embrace existing, or creating new business opportunities within the area. The workshop also specifically focused on what is meant by “authentic” experiences and resources of how to protect their integrity.

OTHER BUSINESS: Lisa Boyd gave a brief update of the meeting which was held Monday, August 23, 2004 with residents of Dallas Avenue and the surrounding properties concerning the storm water runoff problems. It was decided upon to start at the top where the storm water facilities are located, and have HRG submit a proposal to inspect the three areas, which include; Hemlock Lane, the Ware property, and the LGH property. A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to authorize the Borough Manager to have HRG provide a cost estimate for this study.

Velma Lutz stated that the Borough must do a better job at insisting that purchasers of homes in Strasburg Borough are informed of what they are buying and that they are aware of easements or swales that must be maintained.

Mayor Ryder stated that he met with R.B. Campbell and his attorney. Bruce stated that he feels satisfied that Mr. Campbell is meeting the Borough’s proposals.

Mayor Ryder also stated that the right-of-way acquisition for the Route 896 project is being worked on. He stated that there is an issue concerning storm water management. Mayor Ryder asked that Council authorize HRG to start working on that part of the project. It was stated that this is part of the plan, but needs to be moved forward. A motion was made by Ann Schein, seconded by Jim Kiscaden and passed unanimously to authorize HRG to work on the storm water plan for this project.

LIST OF BILLS: A motion was made by Mike Sollenberger, seconded by Ann Schein and passed unanimously to pay the bills in the amount of \$38,158.46.

CITIZEN'S COMMENTS: None.

ADJOURNMENT: A motion was made by Mike Sollenberger and seconded by Ann Schein to adjourn the meeting at 9:28 P.M.

Submitted by:

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH COUNCIL
STRASBURG TOWNSHIP SUPERVISORS
JOINT MEETING
STRATEGIC PLANNING MEETING MINUTES
AUGUST 31, 2004 - 7:30 P.M.**

Strasburg Borough Council Members Present:

Velma Lutz Mike Sollenberger Ann Schein
Joseph Coleman Donald Bachman (8:30 PM)

Strasburg Township Supervisors Present:

Tom Willig Peg Dearolf Ken Meck

Others Present:

Bruce L. Ryder, Mayor
Lisa M. Boyd, Borough Manager
F. Steven Echternach, Chief of Police
Christine Drennen, Clerk
Tom Long, Strasburg Township Zoning Officer
Caroline Herr, Strasburg Township Secretary
Bob Stanley
Sue Stirba
Steve Messner

CALL TO ORDER: President Velma Lutz called the meeting to order at 7:30 P.M., followed by introductions. President Lutz announced that the purpose of this meeting is to meet jointly with Strasburg Township officials to discuss stormwater and items of mutual interest as well as to establish and maintain an open working relationship between the municipalities.

REQUESTS TO BE HEARD: None.

STORMWATER DISCUSSION: Tom Willig reported that some problem areas have been identified and they are:

1. Clearview Drive – 3-4 homes along Clearview Drive in Strasburg Borough have water problems, they border an Amish farm in Strasburg Township. Tom Long reported that the Amish farmer is in the process of planning an addition to his house. Tom Willig stated that this proposed addition provides the opportunity to address the water issue. A possible solution would be to utilize an existing old road bed to create stormwater control, but property lines need to be determined. It was the consensus that Strasburg Township would request Joselle Cleary to research the road abandonment and ownership with Strasburg Borough sharing in the cost.

2. Blackhorse Drive – As part of Strasburg Township’s Zoning Hearing approval for a lot in Strasburg Township to be built as part of the Brendle/Hagelgans development, they required the developer to pursue cleaning out and repairing the stormwater basin on Blackhorse Drive. The developer is in the process of working on this condition.

3. Coppersmith Lane – Permission to enter the properties and installing a steel plate (baffle plate) is needed.

PUBLIC WORKS DEPARTMENT/ROAD CREW WORKING RELATIONSHIP: Velma Lutz stated that the excellent working relationship between Strasburg Borough Public Works Department and Strasburg Township Road Crew is appreciated, and both municipalities have benefited from this. It was the consensus to notify those staff members that this is appreciated.

COMPREHENSIVE PLAN: Mike Sollenberger reported that the Joint Steering Committee working on the update of the Strasburg Region Comprehensive Plan has begun the update, with the assistance of the Lancaster County Planning Commission funding the consultant, Spotts, Stevens & McCoy. The anticipated completion time is June/July 2005. Bruce Ryder asked that the public input survey include a question regarding heritage tourism and encouraged all to see the presentation given by Scott Standish of the LCPC.

ROUTE 896 RELOCATION PROJECT: Bruce Ryder thanked Strasburg Township for their participation in this project. Tom Willig reported that he recently attended a meeting to discuss the subdivision of the Lapp farm to create the right of ways for the road.

STRASBURG FIRE COMPANY: Joe Coleman stated that, in addition to yearly donations to the Strasburg Fire Company and providing Workers Compensation Insurance, the Borough waived fees in connection with their new building. He further stated that the majority of Strasburg Fire Company’s calls are in Strasburg Township, and asks the Township to look at mutual support for this community resource. Lisa Boyd also stated that we recently received information from our insurance company that we can request reimbursement for Workers’ Compensation based on the population. Tom Willig stated that Strasburg Township financially supports and provides Workers’ Compensation for Refton Fire Company and it has always been their policy to support the fire company located within their municipality.

LIBRARY: Bruce Ryder expressed his concern for funding for Libraries, because the County dictates which municipalities a library can solicit donations, regardless of patron use.

EMERGENCY MANAGEMENT: Steve Echternach, Strasburg Borough Police Chief, reminded everyone that he serves as the joint Emergency Management Coordinator for Strasburg Borough and Strasburg Township. He encouraged all members to contact him if anyone has questions regarding emergency management.

ADJOURNMENT: All members were thanked for attending and the meeting was adjourned at 9:00 P.M.

Respectfully Submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH COUNCIL
SEPTEMBER 14, 2004 – 7:30 P.M.
MINUTES**

MEMBERS PRESENT: Lutz Kiscaden Sollenberger Schein
Bachman Coleman

OTHERS PRESENT:

Bruce L. Ryder, Mayor	Lee Potts
Lisa M. Boyd, Borough Manager	Madeline McGuire
F. Steven Echternach, Police Chief	Robert Stanley
Patti Bachman, Admin. Assist.	Robert & May Gaynor
Cynthia Lee, CBHSG	John C. Lee
Cindy Hummel, LNP Correspondent	

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: President Velma Lutz called the meeting to order at 7:30 P.M. followed by the pledge to the flag. President Lutz announced that the meeting is being audiotaped to assist in the preparation of the minutes.

REQUESTS TO BE HEARD: None.

EXECUTIVE SESSION: The meeting was convened into an Executive Session at 7:35 to discuss the purchase of Real Estate. The regular meeting reconvened at 7:55 P.M. at which time a motion was made by Ann Schein, seconded by Jim Kiscaden and passed unanimously to approve Cynthia Lee serving as a dual agent, that a post settlement occupancy agreement be completed with \$750.00 being charged for rent for the time period of October 15 through November 30, 2004, and to have all inspections done with the exception of Radon for the Esh property.

MINUTES OF AUGUST 24 AND AUGUST 31, 2004: Due to a page missing from the Minutes of August 24, 2004, both sets of minutes were tabled until next meeting.

TREASURER'S REPORT – AUGUST: A motion was made by Joe Coleman, seconded by Mike Sollenberger and passed unanimously to accept and file for audit the Treasurer's Report for the period ending August 31, 2004.

MAYOR'S REPORT: Mayor Ryder reported that he will be giving an update of the Route 896 Project to TETAC on Wednesday, September 15, 2004.

ENGINEER'S REPORT: Ray Miller submitted his written report. It was reviewed and accepted without comment.

PRESIDENT'S REPORT: Velma asked if drafts of the Management Agreement could be given to the Council Members for their review.

OTHER REPORTS:

BOROUGH MANAGER: Lisa submitted her written report on which she commented on the agenda items. Lisa informed Council that the puddle problems were repaired and that she would be taking a look at them to see if they have improved. It was the consensus of Council to have Lisa get a not-to-exceed commitment from Bill Crosswell concerning the price of the Quiet Claim Action for the Leaman Property. Lisa also informed Council that she will be meeting with LEMSA on Friday, September 17th concerning the Office Space that is for rent.

ZONING OFFICER: Barry submitted his written report on which he reported his monthly activities. It was reviewed and accepted without comment.

POLICE: Chief Echternach submitted his written report. It was reviewed and accepted without comment.

PUBLIC WORKS: Paul Miller submitted his written report. Lisa stated that a report on the meeting with Lancaster City concerning emergency water hook-up will be coming in the near future.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

HARB CERTIFICATES OF APPROPRIATENESS – 107 MILLER STREET AND 14 SOUTH DECATUR STREET: A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the Certificates of Appropriateness for the erection of a pole barn at 107 Miller Street and for the landscaping boxes for 14 South Decatur Street.

PAYMENT OF SLSA INVOICE FROM BOND ISSUE – CAPITAL CONTRIBUTION: A motion was made by Don Bachman, seconded by Ann Schein and passed unanimously to pay the invoice from SLSA for the Lyndon Pumping Station Construction costs in the amount of \$209.91 from the bond issue. It was stated that this is the final bill for the Lyndon Pumping Station Construction for Strasburg Borough.

HRG'S DALLAS AVENUE PROPOSAL: Based on the discussions with the residents of Dallas Avenue and surrounding properties it was decided that the Borough would have HRG inspect the three facilities in the area where the storm water problems begin. These properties include the LGH, the Ware Office and the Hemlock Lane projects. HRG submitted their proposal for this project and their proposals for options representing different levels of review and analysis of the existing drainage conditions at the referenced properties. Another proposal was received from Arro Engineering. It was the consensus of Borough Council to find out if it is legal and/or ethically sound to have someone else do this work due to the fact that the Borough appoints an engineer, a solicitor and auditor, among others, at the beginning of the year. Is the Borough committed to using only those appointed, or can the Borough have someone else do the work if their proposal is lower. It was the consensus of Borough Council to have Lisa look into this before a decision is made. A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to table action on this until the September 28, 2004 Council meeting.

HERITAGE TOURISM DISCUSSION: At previous meetings, Scott Standish provided a presentation regarding Heritage Tourism and suggested that the Borough of Strasburg become a pilot for the program. Each Council member was provided with a survey for their completion, and to decide how important tourism is to our municipality. The majority of the Council members agreed that it would be a good idea to try to control the tourism as "Heritage" and to come up with some kind of program for this. It was suggested to have Scott back to answer any questions that Council and the public may have.

ACKNOWLEDGEMENT OF EXTENTION OF TIME – TERRY HARNISH TWO-LOG SUBDIVISION: A motion was made by Mike Sollenberger, seconded by Ann Schein and passed unanimously to acknowledge the extension of time until October 26, 2004 for the Terry Harnish Final Two-Lot Subdivision.

OTHER BUSINESS: Joe Coleman asked if there has been any response from Representative Gib Armstrong concerning grants and options for underground utilities. Lisa stated that she has a meeting scheduled with Susan Delfert from Armstrong's office.

LIST OF BILLS: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to authorize payment of the bills in the amount of \$25,133.53.

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CITIZEN'S COMMENTS: Lee Potts stated that he is happy that Strasburg is going to participate in the "Heritage" Tourism program.

ADJOURNMENT: A motion was made by Ann Schein and seconded by Mike Sollenberger to adjourn the meeting at 9:13 P.M.

Submitted by:

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH COUNCIL
SEPTEMBER 28, 2004 – 7:30 p.m.
MINUTES**

MEMBERS PRESENT: Lutz Sollenberger Kiscaden (7:40 p.m.)
Simmons Bachman Coleman

OTHERS PRESENT:

Bruce L. Ryder, Mayor	Norm Lutz
Lisa M. Boyd, Borough Manager	Marilyn Weaver
F. Steven Echternach, Police Chief	Caroline Morton
Patti Bachman, Admin. Assist.	Joe Anderson
LaJune Ranck	Lee Potts
Robert & May Gaynor	Ron Deckman
Terry Harnish	Chad Harnish
Margaret Young	Stephen Anspach, Trimble Surveyors
Cindy Hummel, LNP Correspondent	

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: President Velma Lutz called the meeting to order at 7:30 P.M. followed by the pledge to the flag. President Lutz announced that the meeting is being audiotaped to assist in the preparation of the minutes.

REQUESTS TO BE HEARD: None.

MINUTES OF AUGUST 24, AUGUST 31 & SEPTEMBER 14, 2004: A motion was made by Joe Coleman, seconded by Don Bachman and passed to approve the minutes of August 24, 2004, August 31, 2004 and September 14, 2004. Member Joe Coleman and Mary Simmons abstained from the minutes of August 24, 2004 due to their absence at this meeting. Motion passed.

STRASBURG COMMUNITY PARKS PRESENTATION – BARB RATHBONE-FRANK:

Barb Rathbone-Frank gave a presentation about the progress of the Strasburg Community Parks Foundation. Barb reeducated the public regarding the plan and growth of the park. This land was originally going to be sold for housing and the money was to be used to lower the municipal debt. Many citizens were concerned that other municipalities were searching for land and open space for parks and recreation. Barb stated that this park will be maintained so as to be a passive park. It was stated that many volunteers have come out to help with the plantings and the maintenance of this park.

CONSENT AGENDA:

**TRICK-OR-TREAT – SET DATE – OCTOBER 29, 2004 6-8 PM:
HARB CERTIFICATES OF APPROPRIATENESS – 19 & 21 SOUTH
DECATUR STREET AND 318 MILLER STREET:
REGIONAL BOARD OF APPEALS – STATEWIDE BUILDING CODE:
ROUTE 896 RELOCATION PROJECT LOAN ADVANCE**

AUTHORIZATION:

A motion was made by Joe Coleman, seconded by Mike Sollenberger and passed unanimously to approve the items on the consent agenda.

UNFINISHED BUSINESS:

MANAGEMENT AGREEMENTS – APPROVAL & AUTHORIZATION

TO EXECUTE: Jim Kiscaden questioned if everything had been reviewed by the Solicitor for the Borough and the Authority and by the Bond Counsel. Lisa stated that everything does meet their approval. A motion was made by Joe Coleman, seconded by Jim Kiscaden and passed unanimously to approve and authorize the execution, by the proper Borough officials of the Management Agreements for the Water and Sewer Systems.

SUBSIDY AGREEMENTS – APPROVAL & AUTHORIZATION TO

EXECUTE: A motion was made by Mary Simmons, seconded by Jim Kiscaden and passed unanimously to approve and authorize the execution, by the proper Borough officials, of the Subsidy Agreements for the water and sewer systems.

TERMINATION OF LEASE AGREEMENTS – APPROVAL &

AUTHORIZATION TO EXECUTE: A motion was made by Jim Kiscaden, seconded by Joe Coleman and passed unanimously to approve and authorize the execution, by the proper Borough officials, of the agreements to terminate the lease agreements between the Borough and Borough Authority for the water and sewer systems.

DALLAS AVENUE PROPOSAL – AUTHORIZATION TO PROCEED: Jim Kiscaden stated that Borough Council needs to take a look at the difference in the costs from the two proposals. A motion was made by Jim Kiscaden, seconded by Mary Simmons and passed unanimously to authorize Arro Engineering to proceed with Section A of the Dallas Avenue Proposal in the amount of \$1,550.00.

NEW BUSINESS:

TERRY M. HARNISH – TWO-LOT SUBDIVISION FINAL PLAN:

APPROVAL OF WAIVER: A motion was made by Jim Kiscaden, seconded by Mike Sollenberger and passed unanimously to approve the waiver from Section 602.04.2 of the Subdivision and Land Development Ordinance regarding Shared Driveways, as recommended by the Planning Commission, for the two-lot subdivision plan for Terry Harnish’s property at 310 Miller Street.

APPROVAL OF FINAL PLAN: A motion was made by Jim Kiscaden, seconded by Mike Sollenberger and passed unanimously to approve the final two-lot subdivision plan for Terry Harnish at 310 Miller Street, dated March 29, 2004 as recommended by the Planning Commission. This motion included the change on the plan note concerning the 25 mile per hour speed limit.

AUTHORIZATION TO EXECUTE WATER AND SEWER CAPACITY

RESERVATION AGREEMENTS – TRAILS AT STRASBURG: A motion was made by Joe Coleman, seconded by Mike Sollenberger and passed unanimously to authorize the Council President to execute the water and sewer capacity reservation agreements for the Trails of Strasburg subdivision for 23 EDU’s.

ACCEPTANCE OF 2005 MINIMUM MUNICIPAL OBLIGATION –

PENSION PLANS: Jim Kiscaden asked if there are any contributions for the non-uniformed employees, and was told that there is not. Mr. Kiscaden suggested that Borough Council look into this option. A motion was made by Mike Sollenberger, seconded by Don Bachman and passed unanimously to accept the 2005 Minimum Municipal Obligation for the Non-Uniformed Pension Plan in the amount of \$20,140 and the Police Pension Plan in the amount of \$39,655 and acknowledge that the MMO’s were received by the September 30th deadline. Chief Echternach stated that he and Lisa had attended the Pension Conference given by Smith-Barney and that Strasburg Borough had been named “Trustee of the year”.

OTHER BUSINESS: Lisa stated that she met with a representative from LEMSA concerning the space that is available for rent. She stated that they are very interested in the area, but have requested a 3-year lease. They have also indicated that they would do some sound-proofing due to the fact that the day care center is in the same building, and would address the exhaust fumes.

Bruce Ryder stated that his presentation of the Route 896 Project was well received by the Transportation Technical Advisory Committee. They were pleased with the progress and asked him to come back in December for another update. Bruce also informed Council that The Netherlands Inn and Spa submitted a plan for the right-of-way acquisition, and since no construction of structures is being done, all the Planning Commissions that will be reviewing this plan should be able to approve it.

Joe Coleman stated that a committee has been reviewing the trash service and they will be meeting again on October 26, at 6:00 p.m. A member of this committee also suggested that Strasburg Borough should consider a no-burn policy.

Mike Sollenberger suggested that all the Council members take a look at the Steering Committee minutes and the time line for the Strasburg Region Comprehensive Plan

PAYMENT OF BILLS: A motion was made by Mike Sollenberger, seconded by Don Bachman and passed unanimously to authorize payment of the bills in the amount of \$26,375.11.

CITIZEN'S COMMENTS: May Gaynor suggested that Council members take another look at the Sunshine Act concerning citizens speaking at the meeting. She also stated that she feels that it is a good idea for Strasburg to be burn-free.

EXECUTIVE SESSION: The regular meeting was convened into Executive Session at 8:55 P.M. to discuss personnel issues. The regular meeting reconvened at 9:44 P.M. with no actions taken. Mike Sollenberger asked for an up-date on the Leaman property. Lisa stated that the lawyers for the Leaman's believe that a Quiet Title Action may have already been done and she is waiting to hear from them concerning this matter.

ADJOURNMENT: A motion was made by Mike Sollenberger, seconded by Mary Simmons and passed unanimously to adjourn the meeting at 9:47 P.M.

Submitted by:

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH COUNCIL
OCTOBER 12, 2004 – 7:30 P.M.
MINUTES**

MEMBERS PRESENT: Lutz Sollenberger Schein Simmons
Bachman Coleman Kiscaden (8:25 p.m)

OTHERS PRESENT:

Bruce L. Ryder, Mayor Robert & May Gaynor
Lisa M. Boyd, Borough Manager Lee Potts
F. Steven Echternach, Police Chief Cindy Hummel, LNP Correspondent
Patti Bachman, Admin. Assist. Sandy Kime, David Miller Assoc.

CALL TO ORDER, PLEDGE TO FLAG AND ROLL CALL: President Velma Lutz called the meeting to order at 7:30 P.M. followed by the pledge to the flag. President Lutz announced that the meeting is being audiotaped to assist in the preparation of the minutes. President Lutz also announced that there will be two changes on tonight's agenda; The Final Subdivision, Lot Add-On & Right-of-Way Plan for Historic Drive Review – Sandy Kime, David Miller Associates will be discussed after the approval of the minutes, and that there will be an Executive Session after Citizen Comments.

REQUESTS TO BE HEARD: None.

MINUTES OF SEPTEMBER 28, 2004: A motion was made by Mike Sollenberger and seconded by Mary Simmons to approve the minutes of the September 28, 2004 meeting as printed. Motion passed. Member Ann Schein abstained from voting due to her absence at the meeting.

FINAL SUBDIVISION, LOT ADD-ON & RIGHT OF WAY PLAN FOR HISTORIC DRIVE REVIEW – SANDY KIME, DAVID MILLER ASSOCIATES: Sandy Kime of David Miller Associates was in attendance to give a brief overview. The Strasburg Borough Planning Commission will not be taking any official action until the November 1st meeting, after the Lancaster County Planning Commission has reviewed the plans and supporting documents. HRG will also be completing a review and providing comments prior to the next Planning Commission meeting. This item will come back to Council for official action at the November 9th meeting.

The primary purpose is to set aside the right of way for the future Route 896 within Strasburg Township. Once these plans are approved, the Lapps will no longer be a part of the future plans and approvals. The second purpose is to transfer certain lands from Team Netherlands Realty, LLC to the Isaac Lapp farm.

No official action is required by Council at this time.

RESOLUTION 2004 – 10: This resolution will approve Borough Council to assist the Shade Tree Committee by applying for the March 2005 Municipal Challenge Grant through the PA Urban and Community Forestry Council and has authorized \$1,000 matching funds. A motion was made by Ann Schein, seconded by Don Bachman and passed unanimously to approve Resolution 2004-10.

MAYOR'S REPORT: Mayor Ryder gave a follow-up to the plan that was presented by Sandy Kime. Mayor Ryder stated that once the plan is completed, approved and acted on, the Borough and the Township will be able to adopt Intermunicipal Cooperation Ordinances, as was done earlier, allowing the parties to sign to execute the Developer's Agreement. The second set of ordinances will also allow the parties to execute the PennDOT Agreement. After this is accomplished, final engineering will begin for the road project. The best estimate is that there is still approximately a year's worth of work to do final engineering and right-of-way acquisition to the point where a bid package would be ready to hand to PennDOT approximately January of 2006. Then immediately turn around and bid it and get something moving during the 2006 construction season.

ENGINEER'S REPORT: Ray Miller submitted his written report on which he listed individual projects for the month of September. It was reviewed and accepted without comment.

PRESIDENT'S REPORT: President Lutz thanked Bruce Ryder for his work on the Route 896 Project.

OTHER REPORTS:

BOROUGH MANAGER: Lisa submitted her written report on which she commented on each of the agenda items. Lisa mentioned that she took out any issues regarding water and sewer, since she will be presenting these issues to the Authority. Copies of the Authority's minutes will be provided to Council.

ZONING OFFICER: Barry Wagner submitted his written report on which he listed his activities for the month of September 2004. It was reviewed and accepted without comment.

POLICE: Chief Echternach submitted his written report. President Lutz asked if there was something that could be done about the speeding of vehicles on South Jackson Street. Chief Echternach stated that the Safety Committee is looking into speed reduction tables. These speed reduction tables have been installed in the New Holland Borough and on Hershey Avenue in Lancaster City.

PUBLIC WORKS: Paul Miller Jr. submitted his written report for the month of September. It was reviewed and accepted without comment.

UNFINISHED BUSINESS:

TERRY HARNISH DEVELOPMENT UPDATE: After Borough Council approved the final plan for Terry Harnish on September 28, 2004, it was noticed that approximately September 10th, the entire property was sold to his son, Chad Harnish. The plans have been revised to show Terry as the applicant and Chad as the owner. A motion was made by Mary Simmons, seconded by Mike Sollenberger and passed unanimously to ratify approval of the plans.

NEW BUSINESS:

TOM & JOANNE HARNISH REQUEST – MAINTENANCE OF ROAD: Strasburg Borough received a letter from Tom and Joanne Harnish requesting that the Borough take over the snow removal for a road, which is open to the public. This road is located on the farm owned by Tom and Joanne Harnish, 1555 Lime Valley Road, Strasburg. The road lies between Lime Valley Road and Coppersmith Road. The road was built to avoid a cul-de-sac length exceeding Borough standards during the subdivision process. This road is also on the LS school bus route. Strasburg Township secretary, Carolyn Herr reported that Mr. Harnish also requested Strasburg Township to plow the road. Strasburg Township Supervisors have denied the request based on it being a private road and not being built to Township specifications. Since the road has never been dedicated to the Township, and may never be, since it was not built to Township specifications, we would not even be able to enter into an agreement with Strasburg Township to do a maintenance agreement. A motion was made by Joe Coleman, seconded by Ann Schein, to approve the request from Tom and Joanne Harnish for the Borough to take over the snow removal for this road. The vote was unanimously denied.

BOROUGH/TOWNSHIP STORMWATER ISSUES – REVIEW AND

DISCUSSION: There are storm water issues at the Borough/Township line to the rear of the properties along Clearview Drive. A letter from Josele Cleary suggests this option: Request the property owners to grant a storm drainage easement over this land. If all of the landowners are willing to grant the easement this would require the preparation of an easement agreement with a plan and legal description which all of the property owners would have to execute. It was questioned whether the Borough should begin paying for these storm water problems piece-meal, or wait until the entire Borough's storm water problems are addressed. It was the consensus of Borough Council to take no action.

REVIEW OF 2005 1ST DRAFT BUDGET & CAPITAL IMPROVEMENTS

PROGRAM: A draft budget was provided to each Council member for their review. Ann Schein questioned looking into the gas usage due to the higher prices. Joe Coleman stated that there was an article in the Borough Magazine from DEP concerning alternative fuel sources. It was also questioned if the paving of Precision Avenue should wait until Keystone Custom Homes finishes their extension to this street. Joe Coleman stated that the Finance Committee will meet again on November 3rd.

OTHER BUSINESS: Mayor Ryder and Joe Coleman questioned some of the Zoning Hearing Board decisions. It was the consensus of Council to have copies of any Zoning Hearing Board applications be copied to Council. It was also the consensus of Council to have Jim Kiscaden attend the next Zoning Hearing Board meeting.

Resident May Gaynor stated that it is very important to document all usages on all properties.

PAYMENT OF BILLS: A motion was made by Ann Schein, seconded by Don Bachman and passed unanimously to authorize payment of the bills in the amount of \$87,777.87.

CITIZEN COMMENTS: Resident Bob Gaynor asked what the Resolution 2004-10 was. He was told that it was for the Tree Committee.

EXECUTIVE SESSION: The regular meeting was convened into Executive Session at 9:34 P.M. to discuss personnel issues. The regular meeting was reconvened at 10:00 P.M., at which time no action was taken.

ADJOURNMENT: A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to adjourn the meeting at 10:00 P.M.

Submitted by:

Lisa M. Boyd, Borough Manager

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**STRASBURG BOROUGH COUNCIL
OCTOBER 26, 2004
MINUTES**

MEMBERS PRESENT: Lutz Kiscaden Schein Bachman
Coleman Sollenberger

OTHERS PRESENT:

Bruce L. Ryder, Mayor	Lee Potts
Lisa M. Boyd, Borough Manager	May Gaynor
F. Steven Echnach, Police Chief	Robert Gaynor
Christine D. Drennen, Clerk	Cindy Hummel, LNP Correspondent

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was called to order at 7:30 P.M., followed by the salute to the flag. President Lutz announced that the meeting is being audiotaped to assist in the preparation of the minutes. The Borough Manager took the roll call.

REQUESTS TO BE HEARD: May Gaynor reported that an article in the Sunday News listed Lancaster as one of the sootiest towns and discussed burning bans.

MINUTES OF OCTOBER 12, 2004: Mike Sollenberger made a motion to approve the minutes of October 12, 2004 with the following corrections:

Under Tom & Joanne Harnish Request – Maintenance of Road change the 4th sentence to read: The road was built to avoid a cul-de-sac length exceeding Borough standards during the subdivision process.

Under Other Business change the 1st sentence to read: Mayor Ryder and Joe Coleman questioned some of the Zoning Hearing Board decisions.

UNFINISHED BUSINESS

REVIEW OF 2005 2ND DRAFT BUDGET & CAPITAL IMPROVEMENTS PROGRAM:

The 2005 2nd Draft Budget and Capital Improvements Program were reviewed. The Finance Committee was asked to review employee benefits and the possibility of employee contributions towards toward medical, dental and vision benefits. Ann Schein stated that future employees will not be offered dependent coverage. It was the consensus to reduce the fire company donation request to \$20,000 for 2005, to have the staff research the possibility of a local or county fire tax and for the Borough to pay fees for the fire company building, as previously approved. It was the consensus of Borough Council to have the staff obtain an engineering proposal for the work needed on North Jackson Street and \$15,000 was included in the 2005 budget for engineering. The Borough Manager stated that the North Jackson Street project will need to be a joint project with the Borough Authority for the replacement of the force main.

NEW BUSINESS

PRECISION AVENUE EXTENSION – WINTER MAINTENANCE AGREEMENT: Ann Schein made a motion, seconded by Jim Kiscaden and passed unanimously to authorize the preparation of an Intergovernmental Cooperation Ordinance which allows the Borough to enter

into the agreement between the Borough and the Township for the Winter Maintenance of the Precision Avenue Extension.

HARB CERTIFICATES OF APPROPRIATENESS – 228 MILLER STREET: Jim Kiscaden made a motion, seconded by Mike Sollenberger and passed unanimously to approve the Certificate of Appropriateness for the improvements as approved and outlined in the minutes and on the Certificate of Appropriateness for 228 Miller Street.

OTHER BUSINESS

Ann Schein stated that the Lancaster Y is making a decision on their location in the near future so the LSRC will then know how to proceed.

Velma Lutz thanked Christine Drennen for her work in assisting the Strasburg Park apply and receive the Smart Growth Award.

PAYMENT OF BILLS: A motion was made by Jim Kiscaden, seconded by Ann Schein and passed unanimously to approve payment of the bills in the amount of \$13,225.27.

CITIZEN’S COMMENTS: May Gaynor asked when the maintenance of the Precision Avenue Extension would begin. Jim Kiscaden stated that the maintenance would begin after the street is completed and dedicated to Strasburg Township.

EXECUTIVE SESSION: The regular meeting was convened into Executive Session to discuss personnel matters at 9:25 P.M. The regular meeting was reconvened at 9:47 P.M. at which time Jim Kiscaden made a motion, seconded by Ann Schein to accept the resignation of Patti Bachman effective immediately. Motion passed with member Bachman abstaining.

Ann Schein made a motion, seconded by Jim Kiscaden and passed unanimously to appoint Christine Drennen as the Administrative Assistant. Mike Sollenberger made a motion, seconded by Ann Schein and passed unanimously to waive the residency requirement for Christine Drennen.

ADJOURNMENT: Jim Kiscaden made a motion to adjourn the meeting at 9:50 P.M., seconded by Ann Schein and passed unanimously.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH COUNCIL MINUTES
NOVEMBER 9, 2004**

MEMBERS PRESENT: Lutz Kiscaden Schein Bachman
Coleman Sollenberger Simmons (7:35 P.M.)

OTHERS PRESENT:

Bruce L. Ryder, Mayor	Lee Potts
Lisa M. Boyd, Borough Manager	May Gaynor
F. Steven Echternach, Police Chief	Robert Gaynor
Christine D. Drennen, Admin. Asst.	Dick Kennell
Keith Miller, RGS Assoc.	R. Kenneth Weaver
Sandy Kime, David Miller Assoc.	Jan Kennell
Mark Stanley	Brad Botchlet
Cindy Hummel, LNP Correspondent	

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was called to order at 7:30 P.M., followed by the salute to the flag. President Lutz announced that the meeting is being audiotaped to assist in the preparation of the minutes. The Borough Manager took the roll call. Velma Lutz also announced that the agenda item for Strasburg Commons has been tabled until the next meeting at the request of their attorney.

REQUESTS TO BE HEARD: None.

MINUTES OF OCTOBER 26, 2004: Jim Kiscaden made a motion to approve the minutes of October 26, 2004 as printed, seconded by Don Bachman and passed unanimously.

TREASURER'S REPORT: Joe Coleman made a motion to accept and file for audit the Treasurer's report for the period ending September 30, 2004, seconded by Ann Schein and passed unanimously.

REPORTS:

MAYOR: The Mayor had nothing to report.

PRESIDENT: The President had nothing to report.

BOROUGH MANAGER: The Borough Manager's written report dated October 11, 2004, was reviewed.

POLICE: The Police Report for October 2004 was received without additional comment.

PUBLIC WORKS: The Public Works' Report dated November 4, 2004, was received without additional comment.

ZONING OFFICER: The Zoning Officer's Report dated October 25, 2004, was received without additional comment.

ENGINEER: The Engineer's Report for October 2004 was received without additional comment.

NEW BUSINESS:

HISTORIC DRIVE FINAL PLAN: Sandy Kime of David Miller Associates was present and explained that the primary purpose of this plan is to set aside the right of way for the future Route 896 Relocation primarily within Strasburg Township. He also stated that this plan proposed no new construction. Additionally, Mr. Kime stated that all of the Borough Engineer and the Lancaster County Planning Commission comments have been addressed. Mike Sollenberger made a motion, seconded by Ann Schein and passed unanimously to approve the waiver from Section 303 Preliminary Plan process and the waiver from Section 402.01.1 drafting standards for the Historic Drive Final Subdivision, Lot Add-On and Right-of-Way Plan.

Ann Schein made a motion, seconded by Mary Simmons and passed unanimously to approve the Final Subdivision, Lot Add-On and Right-of-Way Plan for Historic Drive dated 9/24/04 last revised 11/3/04.

TRAILS AT STRASBURG FINAL PLAN DISCUSSION: Keith Miller of RGS Associates was present and explained the two items they were requesting. Ann Schein made a motion to direct the developer to provide access for the future extension of Sunset Avenue by means of an easement, seconded by Mike Sollenberger. Members Lutz, Schein, Bachman, Coleman, Sollenberger cast assenting votes. Member Kiscaden cast a dissenting vote. Motion passed.

Ann Schein made a motion to authorize the elimination of the Mindy Avenue extension from the Official Map and to forward a letter to DEP notifying them that the connection will be eliminated in conjunction with the current amendments to the Comprehensive Plan. The motion was seconded by Mary Simmons. Members Lutz, Schein, Coleman, Sollenberger and Simmons cast assenting votes. Members Kiscaden and Bachman cast a dissenting vote. Motion passed.

SAFETY ISSUES – AUTHORIZATION TO PROCEED:

PARKING SPACE DESIGNATION: The Safety Committee is recommending the marking of parking spaces in the area of the Square as a result of citizen complaints and concerns. Mike Sollenberger made a motion, seconded by Jim Kiscaden and passed unanimously to authorize the Borough Staff to proceed with the parking space designation on Main Street from Fulton to Shenk and Decatur Street from Denlinger to Franklin at an approximate cost of \$500 and to approve the expense in the 2005 Liquid Fuels Budget.

SPEED TABLES – SOUTH JACKSON STREET: The Safety Committee is also recommending the installation of two speed tables on South Jackson Street in the proximity of the Scout House and Swimming Pool with the exact location to be calculated by the Staff following PennDOT guidelines. Steve Echternach stated that additional locations for speed tables would be considered in the future after the effectiveness of this initial location was evaluated. Ann Schein made a motion, seconded by Joe Coleman and passed unanimously to authorize the installation of two speed tables on South Jackson Street at an approximate cost of \$6,000 and to approve the expense in the 2005 Liquid Fuels Budget.

UNFINISHED BUSINESS

2005 PRELIMINARY BUDGET – 1ST DRAFT REVIEW: The 2005 Preliminary Budget 1st Draft and Capital Improvements Program were reviewed. Bruce Ryder stated that the 2005 Capital Improvements Program should be amended to include the funds for the North Jackson Street engineering.

Health insurance and employee contributions were discussed. Ann Schein stated that because of substantial cost increases, it is necessary to begin employee contributions towards health benefits. Joe Coleman and Mike Sollenberger stated that the Finance Contacts reviewed this, as directed. They are recommending not to begin Non-Uniformed employee contributions at this time because the Police contract runs until 12/31/06 and that the employees should not be treated differently. Jim Kiscaden stated that it is his suggestion to eliminate the Service Award to offset the health care benefit increase. Bruce Ryder suggested that the employees be asked what they are willing to give up. The Borough Manager was asked to complete a survey of other municipalities. The Personnel Contacts were charged with developing a proposal for handling employee health benefit contributions by April 1, 2005. Steve Echternach asked that the Personnel Contacts meet with the managers of the departments to discuss their recommendations prior to meeting with the employees.

New employees receiving employer-paid employee health coverage (not dependent coverage) was also discussed. Mike Sollenberger and Bruce Ryder stated that they were not in favor of treating new employees differently than existing employees. Jim Kiscaden stated that he was in favor of new employees contributing towards their dependent coverage. The Borough Manager will research the legalities on this matter and will be discussed again at the next meeting. Improvements to North Jackson Street and the engineering proposal from HRG, Inc. were reviewed. It was the consensus of Borough Council to have the Borough Manager request proposals from other engineering firms for this work.

The potential realignment of the Lancaster Avenue/West Main & Miller Street intersection was discussed. Mike Sollenberger stated that the Council needs to commit to complete projects and then come up with the funding. It was the consensus to have the Public Works' Contacts develop a complete list of projects to be discussed at a meeting in February 2005.

OTHER BUSINESS

The Precision Avenue Maintenance Agreement was discussed. The Borough Manager stated that Strasburg Township thought the agreement would be for total road maintenance, not only winter maintenance as previously discussed. The Borough Manager was asked to calculate the amount of liquid fuels money that would be transferred to the Borough from the Township if this agreement is executed.

Joe Coleman reported that the Refuse and Recycling Committee has met and it is their consensus to conduct a survey outlining the pros and cons and cost comparisons to determine resident interest in either the single hauler or opt-in program.

PAYMENT OF BILLS: A motion was made by Jim Kiscaden, seconded by Mike Sollenberger and passed unanimously to approve payment of the bills in the amount of \$73,542.68.

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CITIZEN'S COMMENTS: May Gaynor stated that it would be nice for the citizens to have access to copies of the reports and budget that was discussed. She also stated that people continue to be concerned with wetlands and environmental issues as well as potential flooding problems with the proposed Trails at Strasburg development.

Don Bachman stated that the Pearl Harbor Day Ceremony will be held in the Square on Sunday, December 5th at 12:30 P.M.

ADJOURNMENT: Mike Sollenberger made a motion to adjourn the meeting at 9:45 P.M., seconded by Ann Schein and passed unanimously.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

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**STRASBURG BOROUGH COUNCIL
NOVEMBER 23, 2004
MINUTES**

MEMBERS PRESENT: Lutz Kiscaden Bachman Coleman

OTHERS PRESENT:

Bruce L. Ryder, Mayor	Lee Potts
Lisa M. Boyd, Borough Manager	May Gaynor
F. Steven Echternach, Police Chief	Robert Gaynor
Christine D. Drennen, Admin. Asst.	Cindy Hummel, LNP Correspondent
Jamie Brubaker, Charter Homes	Dick Kennell
Craig Underwood, West Lampeter	Jan Kennell
Mark Stanley, Charter Homes Atty.	Mary Dresser
Larry Shurr	Brad Botchlet

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was called to order at 7:30 P.M., followed by the salute to the flag. President Lutz announced that the meeting is being audiotaped to assist in the preparation of the minutes. The Borough Manager took the roll call.

REQUESTS TO BE HEARD: None.

MINUTES OF NOVEMBER 9, 2004: Jim Kiscaden made a motion to approve the minutes of November 9, 2004 as printed, seconded by Joe Coleman and passed unanimously.

NEW BUSINESS:

**STRASBURG COMMONS (CHARTER HOMES) – ACCEPT AND FORWARD
ORDINANCES TO BOROUGH AND LANCASTER COUNTY PLANNING**

COMMISSIONS: Mark Stanley, attorney for Charter Homes, was present and reviewed that they are requesting the Council to authorize the Borough and Lancaster County Planning Commissions to review the proposed Active Adult Community Ordinances. Joe Coleman noted that slant curb is not allowed and Jim Kiscaden questioned the rear yard setback. These issues will be addressed later in the review process. Joe Coleman made a motion, seconded by Don Bachman and passed unanimously to forward the two proposed text change ordinances to the Borough and Lancaster County Planning Commissions for their review and recommendation.

PRESENTATION OF TREE ORDINANCE – MARY DRESSER: Mary Dresser, Chair of the Shade Tree Committee, was present and reviewed the intent of the proposed Shade Tree Ordinance and outlined that there are guidelines contained in this proposal to protect “Heritage Trees” and to regulate the maintenance and pruning of street trees. Joe Coleman asked how the specialists would be paid and Mary Dresser said that specialists would be paid by revenue received through clearing permits and fines. Joe Coleman asked if utility work could be regulated and this will be researched. In response to Jim Kiscaden’s question if a permit would be required to trim a tree on his property, Mary Dresser informed him that in this proposed

ordinance, a permit would be required. Jim Kiscaden expressed his concern that this ordinance would require too many permits to be required for residents. Bruce Ryder stated that if the

number of “Heritage Trees” were minimal, he would agree that they should be protected but if the number of “Heritage Trees” were substantial, it would be difficult. Joe Coleman made a motion to forward the proposed Shade Tree Ordinance to the Borough Planning Commission for their formal review and recommendation. Motion died for lack of a second. Mary Dresser stated that the Tree Committee would consider the recommendations of Council and may bring the Ordinance back to a future meeting for reconsideration.

BUILDING CODE DISCUSSION – CRAIG UNDERWOOD: Craig Underwood, Director of Community Development of West Lampeter Township, was present and outlined the history behind the original adoption of the Statewide Building Code. He stated that amendments to the Uniformed Construction Code on July 16, 2004 diminished the effectiveness of the Code. The amendments also decreased the level of safety originally afforded and eliminated the whole idea of a minimum standard of construction which was the primary goal of the Act. The proposed Ordinance he is asking to be considered is planned to be adopted by West Lampeter Township in December. In summary, the ordinance that is proposed for Strasburg Borough’s Uniformed Construction Code provides that a Building Permit is necessary for all interior modifications and accessory structures greater than 400 square feet and for accessory structures that contain a utility. Jim Kiscaden made a motion, seconded by Don Bachman and passed unanimously to proceed with the advertising of the amendment to the Uniformed Construction Code Ordinance. It was also reported that, as required, Lisa Boyd is now a Certified Code Official.

REVIEW AND DISCUSSION OF STORMWATER REPORT – LGH MEDICAL CENTER, WARE OFFICES AND HEMLOCK LANE PROJECTS: The Stormwater Analysis Report of LGH Medical Center, Ware Offices and Hemlock Lane prepared by Arro Consulting was reviewed. Jim Kiscaden asked what happened to the original orifice plate at the Ware Offices. Lisa Boyd reported that she was unable to locate the inspection reports for this project and assumes that the original orifice plate was never installed. Joe Coleman made a motion, seconded by Jim Kiscaden and passed unanimously to recommend Borough Council authorize the Borough Manager to notify the owners of the Ware Property to install the orifice plate according to the original specifications, at the property owner’s expense. Joe Coleman asked that a letter be sent to the residents that were affected by the runoff notifying them that a problem has been identified and the owner has been asked to make repairs.

Jim Kiscaden stated that the report also states that for Phase B, the stormwater calculations for Hemlock Lane should be redone to see if the stormwater is sufficiently controlled. Lisa Boyd stated that Darryl Becker from Arro Consulting stated that minimal improvement would be realized in Phase B.

Jim Kiscaden asked about the final inspection on the Smoker property. Lisa Boyd explained that the final inspection takes place when the developer asks for a release of the funds in escrow and that HRG identified that the improvements are temporary. Bruce Ryder stated that preliminary inspections have been approved and the Borough Manager will research the Subdivision and Land Development Ordinance to see if there is a time limit to complete the improvements.

896 RELOCATION PROJECT – REVIEW OF RIGHT-OF-WAY ACQUISITION

PROPOSAL AND CONTRACT: Bruce Ryder, the project manager for the 896 Relocation Project, explained that obtaining the right-of-ways is one of the components of the project that

must be completed prior to being turned over to PennDOT for construction. He also explained that the right-of-way acquisition firm is required to comply with Federal regulations and that Interstate Acquisition Services has done other right-of-way work for PennDOT and is an acceptable firm. There are funds allocated in the project for this expense as well as the purchase of the actual right-of-ways.

UNFINISHED BUSINESS

REVIEW OF CAPITAL IMPROVEMENTS PROGRAM: Velma Lutz expressed her concern over street paving predicating the curb and sidewalk replacements and that this process doesn't address stormwater control. Lisa Boyd reported that this budget has been presented to the Authority and they are planning to adopt this budget at their meeting on December 1, 2004. Velma Lutz also questioned the value of the TV inspections. The Authority will address this issue.

APPROVAL OF 2005 PRELIMINARY BUDGET AND AUTHORIZATION TO ADVERTISE FOR PUBLIC INSPECTION: Velma Lutz stated that she and Bruce Ryder will be reviewing and preparing several options regarding employee benefits. She further stated that Non-Uniformed benefits may change after April 1, 2005. Jim Kiscaden complimented the Finance Contacts and the Borough Staff for doing a good job in preparing the 2005 Preliminary Budget which shows no tax, water or sewer increases. He further stated that he supports the budget but hopes that a change in the benefits for new employees will be considered. Jim Kiscaden stated that in today's paper, the County Commissioners are asking for the public's input regarding a .18 tax mill for libraries. It was the consensus of Council to send a letter in support of this.

Jim Kiscaden made a motion, seconded by Joe Coleman and passed unanimously to approve the 2005 Preliminary Budget dated November 23, 2004, and to authorize it to be advertised for Public Inspection from November 25, 2004 to December 14, 2004.

AUTHORIZATION TO ADVERTISE TAX RATE ORDINANCE 2004-8: Joe Coleman made a motion, seconded by Jim Kiscaden and passed unanimously to authorize the advertisement of the Tax Rate Ordinance 2004-8 setting the tax rate for 2005 at 1.73 mills which is a conversion of the tax rate due to the reassessment.

HARB CERTIFICATES OF APPROPRIATENESS – 53 E. MAIN & 27 S. DECATUR STREETS: Joe Coleman stated that the work of installing flagstone at 53 East Main Street has already begun. Jim Kiscaden made a motion, seconded by Don Bachman and passed unanimously to approve the Certificates of Appropriateness for the improvements as approved and outlined in the minutes and on the Certificates of Appropriateness for 53 East Main Street and 27 South Decatur Street. It was stated that this motion approves what HARB recommended for this project, but does not approve that the work was started prior to receiving the Certificate of Appropriateness. Jim Kiscaden made a motion, seconded by Joe Coleman and passed unanimously to have the staff investigate if the ordinance has been violated by work being started at 53 East Main Street and to proceed with enforcement.

OTHER BUSINESS

It was the consensus of Council to advertise for letters of interest for all positions that expire at the end of the year.

Velma Lutz stated her disappointment in the recent resignation of Ron Bailey from the Lancaster County Planning Commission. She stated that under his leadership, many great resources have been provided to municipalities including Strasburg Borough. Interested citizens are encouraged to write a letter and the Borough's Association will be asked to conduct a survey. It was the consensus of Council to write a letter to the Commissioners and to also have a letter written from the Planning Commission. Velma Lutz stated that the next Commissioner's meeting is scheduled for December 7th and she will attend and coordinate with Brian Groff to speak regarding the loss of Ron Bailey and the decrease of the LATS grants.

It was the consensus of Council to reschedule the Strategic Planning Meeting that was scheduled for November 30, 2004 until Saturday, January 22, 2005 at 8:00 A.M.

PAYMENT OF BILLS: A motion was made by Jim Kiscaden, seconded by Joe Coleman and passed unanimously to approve payment of the bills in the amount of \$460,128.60.

CITIZEN'S COMMENTS: Steve Echternach, speaking as a citizen, stated that he is concerned with the action regarding 53 East Main Street. He further stated that some residents don't follow the ordinance at all, some don't display the permit cards and some don't receive State permits as required, and that all residents need to be treated equally. It was the consensus of Council to have the Borough Manager investigate the violation at 53 East Main Street and to have this item on the next agenda.

Don Bachman reminded all in attendance that on Sunday, December 5, 2004 at 12:30 P.M., the Pearl Harbor Day Ceremony will be held in the Square.

ADJOURNMENT: Joe Coleman made a motion to adjourn the meeting at 9:45 P.M., seconded by Jim Kiscaden and passed unanimously.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

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**STRASBURG BOROUGH COUNCIL
DECEMBER 14, 2004
MINUTES**

MEMBERS PRESENT: Lutz Kiscaden Schein Bachman
Coleman Sollenberger Simmons

OTHERS PRESENT:

Bruce L. Ryder, Mayor Lee Potts
Lisa M. Boyd, Borough Manager May Gaynor
F. Steven Echternach, Police Chief Penny D'Alessandro
Christine D. Drennen, Admin. Asst. Cindy Hummel, Lancaster Newspapers

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was called to order at 7:30 P.M., followed by the salute to the flag. President Lutz announced that the meeting is being audiotaped to assist in the preparation of the minutes. The Borough Manager took the roll call.

REQUESTS TO BE HEARD: None.

MINUTES OF NOVEMBER 23, 2004: Jim Kiscaden made a motion to approve the minutes of November 23, 2004, seconded by Don Bachman and passed unanimously with the following addition under the Strasburg Commons (Charter Homes) section: Joe Coleman noted that slant curb is not allowed and Jim Kiscaden questioned the rear yard setback. These issues will be addressed later in the review process. Members Simmons, Sollenberger and Schein abstained from the vote because they were not present at the meeting.

TREASURER'S REPORT: Joe Coleman made a motion to accept and file for audit the Treasurer's report for the period ending November 30, 2004, seconded by Ann Schein and passed unanimously.

REPORTS:

MAYOR: The Mayor had no written report.

PRESIDENT: The President had no written report.

BOROUGH MANAGER: The Borough Manager's written report dated December 10, 2004, was reviewed and the Manager stated that the Lancaster County Planning Commission meeting that was scheduled in the Council Room on January 24, 2005, has been cancelled. A survey from the Lancaster County Planning Commission was also distributed to the members and they were asked to complete and return.

POLICE: The Police Report for November 2004 was received and Ann Schein commented that there were a few speeding arrests on Decatur Street in excess of 60 MPH.

PUBLIC WORKS: The Public Works' Report dated December 10, 2004, was received without additional comment.

ZONING OFFICER: The Zoning Officer's Report dated December 7, 2004, was received without additional comment.

ENGINEER: The Engineer's Report dated December 6, 2004 was reviewed. Members Kiscaden and Schein expressed their displeasure regarding receiving conflicting information from the Engineer's office on a recent plan review.

CONSENT AGENDA

Joe Coleman made a motion, seconded by Jim Kiscaden and passed unanimously to approve the following items on the Consent Agenda:

**2005 MEETING SCHEDULE – AUTHORIZATION TO ADVERTISE
POLICE 1.3% PENSION CONTRIBUTION – ADOPTION OF RESOLUTION 2004-11
EMPLOYEE POLICY REVISION – RESIDENCY REQUIREMENT
RATIFY & CONFIRM PAYMENT OF WATER SYSTEM IMPROVEMENTS FROM
BOND ISSUES**

UNFINISHED BUSINESS

896 RELOCATION PROJECT:

AUTHORIZATION TO TRANSFER FUNDS FOR THE ACQUISITION OF THE LAPP PROPERTY: Joe Coleman made a motion, seconded by Mike Sollenberger and passed unanimously to authorize the President or Vice President of Borough Council and/or the Borough Manager-Secretary, acting jointly or severally, to transfer and pay over any funds received from the Landowners, as that term is defined in the Developers' Agreement dated March 26, 2004, to the Township of Strasburg or any other appropriate party for the purpose of acquiring land and other interests in real estate pursuant to the Lapp Agreement in connection with and for the benefit of the Route 896 Relocation Project.

AUTHORIZATION TO ENTER INTO RIGHT-OF-WAY ACQUISITION SERVICES CONTRACT: Joe Coleman made a motion, seconded by Mike Sollenberger and passed unanimously to authorize the Borough to enter into the Right-of-Way Acquisition Services Contract between the Borough and Interstate Acquisition Services in the form and content presented at this meeting and that the President or Vice President of Borough Council be authorized to take any other necessary or appropriate action to implement and perform the Contract in connection with and for the benefit of the Route 896 Relocation Project.

PRECISION AVENUE EXTENSION – MAINTENANCE AGREEMENT: Don Bachman made a motion, seconded by Joe Coleman and passed unanimously to table this matter.

53 EAST MAIN STREET DISCUSSION: Jim Kiscaden made a motion, seconded by Joe Coleman and passed unanimously to not take any formal legal action regarding the work started prior to the issuance of the Certificate of Appropriateness for 53 East Main Street. It was the

consensus of Council to send the owner a letter that no future work should begin until all permits, including the Certificate of Appropriateness, have been obtained from the Borough.

APPROVAL OF 2005 FINAL BUDGET: Jim Kiscaden made a motion, seconded by Joe Coleman and passed unanimously to approve the 2005 Final Budget dated December 14, 2004, which includes no tax, water or sewer increases.

APPROVAL OF CAPITAL IMPROVEMENTS PROGRAM: Jim Kiscaden made a motion, seconded by Joe Coleman and passed unanimously to approve the Capital Improvements Program dated December 14, 2004.

ENACTMENT OF TAX LEVY ORDINANCE 2004-8: Joe Coleman made a motion, seconded by Ann Schein and passed unanimously to enact the Tax Levy Ordinance 2004-8 establishing the real estate tax rate for 2005 at 1.73 mills.

NEW BUSINESS

Velma Lutz stated that two applicants submitted a letter of interest to fill the vacancy that will occur on January 1, 2005 on the Planning Commission and that both applicants had been previously interviewed. Ann Schein made a motion, seconded by Mike Sollenberger and passed unanimously to appoint Joe Orndorff to the Planning Commission effective January 1, 2005. It was stated that Mr. Orndorff is a Master Planner graduate, and a member of both the Joint Planning Commission and the Strasburg Region Comprehensive Plan Steering Committee.

Joe Coleman made a motion to approve the following reappointments effective January 1, 2005:

Tree Committee	Larry Shurr & Lee Potts
Civil Service Commission	Jeff See
Recreation Representative	Cathy Dobish
Authority	Jim Kiscaden
Historic Architectural Review Board	Len Ferber

The motion was seconded by Mike Sollenberger and passed unanimously with member Kiscaden abstaining.

The appointment to the position on the Zoning Hearing Board was tabled and a vacancy exists on the Tree Committee.

OTHER BUSINESS

Don Bachman asked that the Borough research the possibility of opening a reserve fund for future flags for the Monument in the Square. The Borough Manager was asked to check with the auditors.

Mike Sollenberger made a motion, seconded by Jim Kiscaden and passed unanimously to send a letter of commendation to Doug Myers for his 2 years of service on the Planning Commission.

Don Bachman reported that the Pearl Harbor Day Ceremony at the Square on December 5, 2004, was a success.

Ordinance enforcement was discussed and it was the consensus to discuss this at a future Strategic Planning Meeting. Steve Echternach stated that since he was appointed Police Chief, snow removal ordinance reminders have been distributed to all violators and that everyone was treated fairly.

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PAYMENT OF BILLS: A motion was made by Mike Sollenberger, seconded by Don Bachman and passed unanimously to approve payment of the bills in the amount of \$31,147.74

CITIZEN'S COMMENTS: Penny D'Alessandro commended Steve Echternach for his position of treating everyone fairly regarding ordinance violations and also stated that everyone should be required to obey all ordinances.

May Gaynor also commented on ordinance violations stating that the complainant for violators should be the Borough, not putting neighbor against neighbor and that all ordinances should be enforced.

ADJOURNMENT: Jim Kiscaden made a motion to adjourn the meeting at 8:45 P.M., seconded by Ann Schein and passed unanimously.

Respectfully submitted,

Lisa M. Boyd
Borough Manager