

2020-1
STRASBURG BOROUGH
REORGANIZATION AND COUNCIL MEETING
JANUARY 6, 2020
MINUTES

Members Present: Mike Chiodo Robert Bennethum III
 James Rice Will Hutchinson
 David Dunn Ray Garraffa
 Dale Spaulding

Others Present:
 Bruce Ryder, Mayor
 Lisa M. Boyd, Borough Manager
 Steve Echternach, Police Chief

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was called to order at 7:30 p.m. by Mike Chiodo, followed by the salute to the flag.

Mayor Bruce Ryder administered the oath of office to the following:

BOROUGH COUNCIL

 Ray Garraffa, 4 year term (2023)
 Will Hutchinson, 4 year term (2023)
 James Rice, 4 year term (2023)
 Dale Spaulding, 4 year term (2023)

The Borough Manager had the Certificate of Election and Affidavit of Residency for those being sworn-in. Once the Oath was administered, Mayor Bruce Ryder signed the Loyalty Oath for each.

ELECTION OF OFFICERS:

Conducted by Mayor Ryder:

PRESIDENT OF COUNCIL: A motion was made by Dale Spaulding, seconded by Will Hutchinson and passed unanimously to nominate Mike Chiodo to the position of President of Council. With no additional nominations for Council President, Mike Chiodo was named President.

Remainder of meeting conducted by President Chiodo:

VICE PRESIDENT OF COUNCIL: A motion was made by Dave Dunn, seconded by Will Hutchinson and passed unanimously to nominate Ray Garraffa to the position of Vice President of Council. With no additional nominations for Council Vice President, Ray Garraffa was named Vice President.

PRESIDENT PRO TEM: A motion was made by Ray Garraffa, seconded by Robert Bennethum and passed unanimously to nominate Jim Rice to the position of President Pro Tem. With no additional nominations for President Pro Tem, James Rice was named President Pro Tem.

2020-2

REAPPOINTMENTS: A motion was made by Dale Spaulding, seconded by Dave Dunn and passed unanimously to reappoint to the Planning Commission (4years), Ken Johnson, to the Borough Authority (5 years), Ray Garraffa and to HARB (5 years) Len Ferber.

APPOINT LANCASTER COUNTY TAX COLLECTION BUREAU BOARD MEMBER AND ALTERNATE: A motion was made by Bob Bennethum, seconded by Jim Rice and passed unanimously to appoint Dee Dee McGuire, West Lampeter Township Manager, as a member and to appoint Lisa M Boyd, Strasburg Borough Manager, as the alternate.

APPOINT BOROUGH SOLICITOR: A motion was made by Bob Bennethum, seconded by Jim Rice and passed unanimously to appoint Morgan, Hallgren, Crosswell & Kane as Borough Solicitor.

APPOINT BOROUGH ENGINEER: A motion was made by Ray Garraffa, seconded by Will Hutchinson and passed unanimously to appoint ELA Group as Borough Engineer.

APPOINT EPHRATA NATIONAL BANK AS DEPOSITORY OF BOROUGH FUNDS: A motion was made by Will Hutchinson, seconded by Dale Spaulding and passed unanimously to appoint ENB as the depository of Borough funds.

APPOINT CHAIRPERSON TO VACANCY BOARD: A motion was made by Dale Spaulding, seconded by Bob Bennethum and passed unanimously to appoint Ken Johnson as Chairperson of the Vacancy Board.

ADJOURNMENT: A motion was made by Dale Spaulding, seconded by Dave Dunn and passed unanimously to adjourn at 7:35 p.m.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

The January 14, 2020 Borough Council meeting was canceled.

2020-3
STRASBURG BOROUGH COUNCIL
FEBRUARY 11, 2020
MINUTES

Members Present: Mike Chiodo Ray Garraffa
 David Dunn Will Hutchinson
 H. Dale Spaulding Jim Rice
 Bob Bennethum (by phone)

Others Present:
 Bruce Ryder, Mayor Lynn Commero, LNP
 Lisa M. Boyd, Borough Manager John Mroz
 F. Steven Echternach, Police Chief

CALL TO ORDER AND PLEDGE TO THE FLAG: Council President Mike Chiodo called the meeting to order at 7:30 p.m., followed by the salute to the flag. President Chiodo announced that the meeting is being audiotaped and maintained until the minutes are approved. The Borough Manager took the roll call.

REQUESTS TO BE HEARD: None.

MINUTES OF DECEMBER 19, 2019 AND JANUARY 6, 2020: A motion was made by Dave Dunn, seconded by Ray Garraffa to approve the minutes of the December 19, 2019 and January 6, 2020 meetings as printed. Motion carried with members Chiodo, Garraffa, Dunn, Hutchinson, Spaulding and Bennethum casting assenting votes. Member Rice abstained from voting because he was not in attendance for the December 19, 2019 meeting.

REPORTS:

MAYOR – Mayor Ryder had nothing to report.

PRESIDENT – President Chiodo reported on the following items:

1. Jim Kiscaden recently retired from the Strasburg Fire Company after serving for 61 years and thanked Mr. Kiscaden for serving our community in many ways over the years.
2. Police Negotiations for their next contract will commence and asked members to consider serving on the Committee.
3. Council will discuss Paradise Township not paying their share of the Workers' Compensation invoices in April. He also announced that the trees at the Strasburg Scout House were cut down.
4. He noted in HARB's Annual Report that the members put a lot of time in for their required annual training and congratulated them for their hard work and time spent with staying up with their education and regulations.

MANAGER – The Borough Manager's written report for January 2020 was received and accepted. She added that a Lancaster County Borough's Association meeting will be held on February 26, 2020 and a Lancaster County Association of Township Supervisors meeting will be held on March 31, 2020 and welcomed the members to contact her if they would like to attend.

2020-4

She also reported that the 2019 Borough and Authority audits are complete and the auditors will attend a future meeting to present their reports. Mike Chiodo stated that the auditors had positive comments about the Borough Manager, Police Chief and staff.

POLICE – The Police Department’s report for January 2020 was received and accepted.

PUBLIC WORKS – The Public Works report for January 2020 was received and accepted.

ZONING OFFICER – The Zoning Officer’s report for January 2020 was received and accepted.

CONSENT AGENDA: A motion was made by Dale Spaulding, seconded by Jim Rice and passed unanimously to approve the following items on the Consent Agenda:

PAYMENT OF BILLS IN THE AMOUNT OF \$201,207.23.

HISTORICAL ARCHITECTURAL REVIEW BOARD CERTIFICATE OF
APPROPRIATENESS – 141 EAST MAIN STREET

ACCEPTANCE OF HISTORICAL ARCHITECTURAL REVIEW BOARD
ANNUAL REPORT

ACCEPTANCE OF CIVIL SERVICE COMMISSION ANNUAL REPORT

APPROVAL FOR STRASBURG FIRE POLICE TO ASSIST AT BART TOWNSHIP’S
FIRE COMPANY SALES

APPOINTMENT OF LISA M. BOYD AS PA STATE ASSOCIATION OF
BOROUGH’S VOTING DELEGATE

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

OTHER BUSINESS: None.

CITIZENS’ COMMENTS: None.

ADJOURNMENT: A motion was made by Dale Spaulding, seconded by Jim Rice and passed unanimously to adjourn the meeting at 7:40 p.m.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

2020-5
STRASBURG BOROUGH COUNCIL
MARCH 10, 2020
MINUTES

Members Present: Mike Chiodo Ray Garraffa
 David Dunn Will Hutchinson
 H. Dale Spaulding Jim Rice
 Bob Bennethum

Others Present:

Bruce Ryder, Mayor	Lynn Commero, LNP
Lisa M. Boyd, Borough Manager	John Mroz
F. Steven Echternach, Police Chief	Kevin Adams
Scott Weichler	LaJune Ranck
Tom Lainhoff	Beth Gunnion

CALL TO ORDER AND PLEDGE TO THE FLAG: Council President Mike Chiodo called the meeting to order at 7:30 p.m., followed by the salute to the flag. President Chiodo announced that the meeting is being audiotaped and maintained until the minutes are approved. The Borough Manager took the roll call.

REQUESTS TO BE HEARD: None.

MINUTES OF FEBRUARY 11, 2020: A motion was made by Dale Spaulding, seconded by Dave Dunn and passed unanimously to approve the minutes of the February 11, 2020 meeting as printed.

REPORTS:

MAYOR – Mayor Ryder had nothing to report.

PRESIDENT – President Chiodo reported that the latest Pension reports we received were dated December 31, 2019 and showed approximately a 22% return. He did note that the stock market has recently dropped.

MANAGER – The Borough Manager’s written report for February 2020 was received and accepted. She announced that the Police Chief is the lead on the Coronavirus. Chief Echternach stated that we are prepared and he receives daily updates from the CDC and WHO.

POLICE – The Police Department’s report for February 2020 was received and accepted.

PUBLIC WORKS – The Public Works report for February 2020 was received and accepted.

ZONING OFFICER – The Zoning Officer’s report for February 2020 was received and accepted.

CONSENT AGENDA: A motion was made by Ray Garraffa and seconded by Jim Rice to approve the following items on the Consent Agenda, motion carried with members Chiodo, Garraffa, Hutchinson, Spaulding, Rice and Bennethum casting assenting votes, and member Dunn abstaining from voting because of his position with the State:

PAYMENT OF BILLS IN THE AMOUNT OF \$173,783.51

HISTORICAL ARCHITECTURAL REVIEW BOARD CERTIFICATES OF
APPROPRIATENESS – 51 EAST MAIN STREET AND 122 SOUTH
DECATUR STREET

APPROVAL FOR STRASBURG FIRE POLICE TO ASSIST AT RAILS & ALES
EVENT

APPOINTMENT OF DAVID ESH AS ZONING HEARING BOARD MEMBER

UNFINISHED BUSINESS: None.

NEW BUSINESS:

148 EAST MAIN STREET – APPEAL OF HISTORICAL ARCHITECTURAL REVIEW

BOARD’S RECOMMENDATION REGARDING WINDOWS: The applicant applied to install vinyl windows on the left (East) side of the new office building to the rear of 148 East Main Street and HARB’s recommendation was to deny the request. Mike Chiodo stated that HARB’s recommendation follows the Historic District Ordinance. Tom Lainhoff stated that this applicant previously requested to replace all of the wooden windows on this building and that was considered and voted on by HARB on October 1, 2019 and Council on October 8, 2019 to allow them to replace all of the wooden windows with wooden windows.

Property owner, Kevin Adams, showed the members a video of his property on his cell phone. He stated that they have improved the property over the last three years since they purchased the property. He believes this building does not have historical value, does sit back off the street, and it already has some vinyl windows. He added that he agrees that the log cabin at the front of the property has historical value and they will restore it to original if anything ever happens to it. Mr. Adams stated that he was opposed to wooden windows because of the additional maintenance and one of the windows on the East side is already vinyl.

Tom Lainhoff stated that, in addition to the one wooden window on the East side of this building, there are five windows that are visible from the cartway on the West side.

Kevin Adams stated that he does not believe the windows on the West side are visible from the cartway and do not fall under HARB’s jurisdiction. He stated that he planned to also replace those with vinyl but did not include them on his last HARB application because he does not believe they are visible.

Bob Bennethum stated that he drives and walks past the property and the windows on the East and West side of the new office are visible from the roadway.

Mr. Adams stated that he would like all of the windows to be made of the same material and he wants them to be vinyl. Tom Lainhoff stated that all of the windows can be replaced with wooden windows so they all match. Mike Chiodo stated that HARB is the recommending body

and Council is the deciding body and Council can vote on the matter if Mr. Adams wants to replace all the windows with wooden windows. Mr. Adams stated that he does not want to replace the existing vinyl windows with wooden windows.

A motion was made by Dale Spaulding and seconded by Dave Dunn to support HARB's recommendation and have Mr. Adams comply with Windows Section 503 of the HARB Ordinance for the East side windows at the new office building to the rear of 148 East Main Street, which allows him to replace the one existing vinyl window with a matching vinyl window and replace the existing wooden window with a matching wooden window. Motion carried with members Chiodo, Garraffa, Dunn, Hutchinson, Spaulding and Bennethum casting assenting votes. Member Rice voted against the motion.

141 EAST MAIN STREET –

RATIFY AND CONFIRM MEETING WITH RYAN DAGEN: A motion was made by Bob Bennethum, seconded by Dave Dunn and passed unanimously to ratify and confirm the meeting that Lisa Boyd and Mayor Bruce Ryder had with Ryan Dagen, the owner of the Speckled Hen Coffee Shop, to discuss an alternate parking solution.

CONSIDER TAKING A POSITION TO OPPOSE VARIANCE OF THE OFF-STREET PARKING REQUIREMENTS: President Chiodo stated that the applicant's original Zoning Hearing Application was for a variance of the off-street parking requirements. Following the meeting with the Borough Manager and Mayor, the applicant submitted an amended Zoning Hearing Request to extend his existing parking lot on his own property by using porous pavement, but he needs variances for lot coverage and side yard setback. Mayor Ryder stated that this business is located in a residential neighborhood and the business owner has instructed his employees to park on the street to allow for more parking spaces for the patrons, which upsets the neighboring residential property owners.

A motion was made by Dave Dunn, seconded by Jim Rice and passed unanimously to recommend Borough Council authorize a letter of opposition to the Zoning Hearing Board for the variance of the off-street parking requirements for the Speckled Hen Coffee Shop because it will create additional on-street parking in the neighboring residential zone.

CONSIDER TAKING A POSITION TO SUPPORT AMENDED ZONING HEARING REQUEST FOR VARIANCES FROM LOT COVERAGE AND SETBACK REQUIREMENTS: Mayor Ryder stated that our current Zoning Ordinance doesn't allow for more than 60% of the lot to be impervious. He added that the applicant stated that he was unaware that he could apply for a variance from the lot coverage and setback requirements when he initially applied but has since amended his application to allow him to construct a pervious parking lot addition so he can park everyone on his own land. Mayor Ryder is recommending Borough Council consider supporting the amended request because he believes it will be better for the neighborhood.

A motion was made by Dale Spaulding, seconded by Dave Dunn and passed unanimously to authorize a letter of support for an amended Zoning Hearing Board application for variances from lot coverage and setbacks for the expansion of the existing parking at the rear of Speckled Hen property.

OTHER BUSINESS: None.

CITIZENS' COMMENTS: Chief Echternach announced that the Police Department now has body cameras that were obtained by a DCED Grant that will pay for them for the first five years.

Mike Chiodo commended Bruce Ryder and Lisa Boyd for their work on the Speckled Hen request.

Tom Lainhoff thanked Borough Council, the Mayor, and the Borough Manager for supporting HARB tonight and for participating in the meeting that was held at 329 Miller Street.

Jim Rice asked about HARB's denial for 51 East Main Street to replace existing wooden windows with quality wooden windows. Tom Lainhoff stated that he commended the applicant for their application but the house has existing wooden windows that are in good shape and the Pella windows he was proposing will not last as long as his original windows. Tom Lainhoff stated that replacement vinyl windows and vinyl siding do not last. Jim Rice stated that he struggles with getting his wooden windows open in his house and believes replacement windows improve energy efficiency. Tom Lainhoff stated that he would like to have a workshop to show property owners how to repair existing wooden windows, including one that has been painted closed. Bruce Ryder stated that he researched energy efficiency and replacement windows through federal government housing websites and they stated that replacing windows is not cost-effective because the payback period is very long. Those websites he researched did recommend installing storm windows and he personally installed storm windows on all 26 of his windows.

Mike Chiodo stated that he appointed Ray Garraffa, Dale Spaulding and Jim Rice to serve as the Borough's Negotiating Team for the Police Contract.

ADJOURNMENT: A motion was made by Dale Spaulding, seconded by Jim Rice and passed unanimously to adjourn the meeting at 8:10 p.m.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

2020-9
STRASBURG BOROUGH COUNCIL
EMERGENCY MEETING
MARCH 25, 2020
MINUTES

Members Present: Mike Chiodo Ray Garraffa
 David Dunn H. Dale Spaulding
 Jim Rice

Others Present:
 Bruce Ryder, Mayor
 Lisa M. Boyd, Borough Manager
 F. Steven Echternach, Police Chief
 Nick Ferretti, Police Sergeant

CALL TO ORDER: Council President Mike Chiodo called the meeting to order at 2:00 p.m.

REQUESTS TO BE HEARD: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

ADOPT RESOLUTION 2020-1 TO RATIFY AND EXTEND THE DECLARATION OF DISASTER EMERGENCY FOR COVID-19 FOR 90 DAYS OR UNTIL COUNCIL RESCINDS OR EXTENDS IT: A motion was made by Dave Dunn, seconded by Dale Spaulding and passed unanimously to adopt Resolution 2020-1 to ratify and extend the Declaration of Disaster Emergency for COVID-19 for 90 days or until Council rescinds or extends it.

OTHER BUSINESS: None.

CITIZENS' COMMENTS: None.

ADJOURNMENT: A motion was made by Jim Rice, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 2:02 p.m.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

2020-10
STRASBURG BOROUGH COUNCIL
APRIL 14, 2020
MINUTES

Members Present:	Mike Chiodo	Ray Garraffa
	David Dunn	Jim Rice
	Will Hutchinson	Bob Bennethum

Others Present:

Bruce Ryder, Mayor
Lisa M. Boyd, Borough Manager
F. Steven Echternach, Police Chief

CALL TO ORDER: Council President Mike Chiodo called the meeting to order at 7:30 p.m., followed by the salute to the flag. The Borough Manager took the roll call. Due to COVID-19, the meeting was held in the Strasburg Community Park Pavilion at 151 Precision Avenue, which is next to the Borough Office.

REQUESTS TO BE HEARD:

PUBLIC HEARING ON AND CONSIDERATION OF ORDINANCE 2020-1 TO GRANT A NONEXCLUSIVE CABLE FRANCHISE TO COMCAST OF SOUTHEAST

PENNSYLVANIA, LLC.: The Borough Manager reported that the proof of publication advertising Ordinance 2020-1 would be made part of the minutes of the meeting. She also reported that a copy of the proposed Ordinance was available for public inspection at the Borough Office, at the offices of the LNP, and at the Lancaster County Law Library. The Borough Manager announced that a public hearing is being held to allow reasonable opportunity for the public comment as required by the Sunshine Act and to comply with the provisions of the Federal Cable Act.

Hearing no public comment, a motion was made by Jim Rice, seconded by Dave Dunn and passed unanimously to close the public hearing and enact Ordinance 2020-1 granting nonexclusive cable franchise to Comcast of Southeast Pennsylvania, LLC, in the form and content presented at this meeting subject to Comcast accepting and executing the Cable Franchise Agreement which is part of the Ordinance.

MINUTES OF MARCH 10 AND MARCH 25, 2020: A motion was made by Jim Rice, seconded by Ray Garraffa and passed to approve the minutes of the March 10 and March 25, 2020 meetings as printed. All members voted in favor of the motion except Will Hutchinson abstained from voting on the March 25, 2020 set because he was not in attendance at that meeting.

REPORTS: President Chiodo dispensed with the review and consideration of the reports which were provided to each member by email.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

CONSIDERATION AND POSSIBLE ENACTMENT OF REAL ESTATE TAX

PENALTY ORDINANCE 2020-2: A motion was made by Dave Dunn, seconded by Jim Rice and passed unanimously to enact Ordinance 2020-2 to amend Chapter 24, Taxation, Part 1, Penalty for Late Payment, of the Code of Ordinances to provide that the penalty for delinquent real estate taxes will be set annually by resolution or ordinance and to amend Ordinance No. 2019-3 to provide that the penalty for late payment of 2020 real estate taxes will be set by resolution.

CONSIDERATION TO STAY 2020 UPSET TAX SALES: A motion was made by Dave Dunn, seconded by Bob Bennethum and passed unanimously to authorize the President or the Borough Manager to execute the Joint Petition To Stay 2020 Upset Tax Sales Pursuant to 72 P.S. §5860.601(c) as prepared by the County of Lancaster.

OTHER BUSINESS: None.

PAYMENT OF BILLS: A motion was made by Ray Garraffa, seconded by Bob Bennethum and passed unanimously to approve the payment of the five lists of bills dated 3/10, 3/17, 3/24, 3/31 and 4/7 totaling \$232,689.27.

CITIZENS' COMMENTS: None.

ADJOURNMENT: A motion was made by Bob Bennethum, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 7:38 p.m.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

2020-12
STRASBURG BOROUGH COUNCIL
MAY 12, 2020
MINUTES

Members Present: Mike Chiodo Ray Garraffa
 Jim Rice David Dunn (via Zoom)
 Will Hutchinson (via Zoom) Bob Bennethum (via Zoom)
 Dale Spaulding (via Zoom)

Others Present:
 Bruce Ryder, Mayor Lisa M. Boyd, Borough Manager
 F. Steven Echternach, Police Chief Lynn Commero, Lancaster Newspaper

CALL TO ORDER: Council President Mike Chiodo called the meeting to order at 7:30 p.m., followed by the salute to the flag. The Borough Manager took the roll call. Due to COVID-19 and during this emergency declaration, it was noted that this meeting was being held with some members participating via Zoom, which is in accordance with Act 15 of 2020 which states that a physical quorum is not required but a quorum is still required which includes members participating remotely.

REQUESTS TO BE HEARD: None

MINUTES OF APRIL 14, 2020: A motion was made by Jim Rice, seconded by Bob Bennethum and passed to approve the minutes of the April 14, 2020 meeting as printed. Motion carried with members Chiodo, Garraffa, Rice, Dunn, Hutchinson, Bennethum casting assenting votes. Member Spaulding abstained from voting because he was not in attendance for the meeting.

REPORTS:

MAYOR – Mayor Ryder stated that the Zoning Ordinance does not define several uses that did not exist when the ordinance was re-written in the 1990's. Some of those uses not defined include Wine Tasting, Brewpubs, and Medical Marijuana Dispensary. He recommended that the Solicitor be authorized to develop an amendment to the ordinance to properly regulate these types of uses in a manner that is consistent with the alcohol neutral requirements of the Liquor Control Board. It was the consensus of the members to authorize the Solicitor to move forward with preparing the necessary documents to amend the ordinance.

PRESIDENT – President Chiodo provided a copy of a resolution to seek immediate reopening of Lancaster County that some other Lancaster County municipalities are adopting for the member's information only. After consultation with the Borough Manager and Emergency Management Coordinator, he is recommending that we not take action at this time.

MANAGER – The Borough Manager's written report for April 2020 was received and accepted. She added that she received the 2019 Tax Collector's Audit today with no noted findings or observations.

2020-13

POLICE – The Police Department’s report for April 2020 was received and accepted. Jim Rice asked about the beginning of the Contract Negotiating and Chief Echternach stated that they would have to talk to the Association but he believed they were not in a hurry and recognize the current situation and challenges.

PUBLIC WORKS – The Public Works report for April 2020 was received and accepted.

ZONING OFFICER – The Zoning Officer’s report for April 2020 was received and accepted.

CONSENT AGENDA: A motion was made by Dale Spaulding, seconded by Ray Garraffa and passed unanimously to approve the following items on the Consent Agenda:

PAYMENT OF BILLS IN THE AMOUNT OF \$575,721.35

2020 PAVING PROJECT – COPPERSMITH (TOP) AND PUTNAM CIRCLE

APPOINTMENT OF JOHN MROZ AS ALTERNATE ZONING HEARING BOARD
MEMBER

UNFINISHED BUSINESS:

CONSIDERATION OF REAL ESTATE TAX PENALTY RESOLUTION 2020-2:

President Chiodo stated that this resolution follows suit with the action taken by Lancaster County. A motion was made by Dave Dunn, seconded by Bob Bennethum and passed unanimously to adopt Resolution 2020-2 establishing a 0% penalty for all tax payments made after June 30, 2020 through December 31, 2020.

NEW BUSINESS:

AUTHORIZE ENFORCEMENT NOTICE FOR 148 EAST MAIN STREET - WINDOWS:

President Chiodo stated that this enforcement notice is for 148 East Main Street installing all vinyl windows instead of the approved wooden windows which were to match the existing wooden windows. Mayor Ryder noted that the owner installed these windows the day after the Borough Council meeting where this item was discussed. The Borough Manager added that the enforcement notice was revised to include the violation for installing vinyl windows where they were supposed to be wooden windows on both the east and west sides of the building. The enforcement notice provides for the owner to commence action to correct the violations by May 28, 2020 and completely correct or remove all violations by June 12, 2020, or be subject to an up to \$600.00 per day penalty. Mike Chiodo noted that additional time may be considered due to the COVID-19 situation if requested by the owner.

Bob Bennethum stated for the record that he was very disappointed and frustrated with Mr. Adams for how he handled this and for his complete disregard. Mr. Bennethum noted that Mr. Adams received approval to replace wooden windows with wooden windows when he applied to HARB and Borough Council in October of 2019. In March of 2020, he reapplied to replace one window and HARB and Borough Council gave him options to try to help him and voted to allow him to replace the wooden window with a wooden window. Mr. Bennethum added that Mr. Adams clarified what he was allowed to do before leaving the March 10, 2020 Borough Council meeting and was clearly told that the windows had to remain wooden windows. The next day,

2020-14

however, the windows were pulled out of that building and within three days all new vinyl windows (East and West sides) were installed. A motion was made by Ray Garraffa, seconded by Jim Rice and passed unanimously to authorize issuing the Enforcement Notice for 148 East Main Street for violating the Historic District Ordinance.

OTHER BUSINESS: Bob Bennethum provided a brief update on the Paradise Township Fire Company Workers' Compensation Invoice. He stated that he, Mike Chiodo, Lisa Boyd and Steve Echternach met with Paradise Township representatives approximately two months ago. A Strasburg Township representative was planning to attend that meeting but his previous meeting ran longer than anticipated and he did not arrive at this meeting in time. Bob Bennethum stated that he called Dennis Groff from Paradise Township and advised him that this item has not yet been discussed at our meeting because of everything else going on but it will be discussed at one of our future meetings.

CITIZENS' COMMENTS: None.

ADJOURNMENT: A motion was made by Dale Spaulding, seconded by Bob Bennethum and passed unanimously to adjourn the meeting at 7:49 p.m.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

2020-15
STRASBURG BOROUGH COUNCIL
JUNE 9, 2020
MINUTES

Members Present: Mike Chiodo Ray Garraffa
 Jim Rice David Dunn (via Zoom)
 Bob Bennethum (via Zoom) Dale Spaulding (via Zoom)

Others Present:
 Bruce Ryder, Mayor Lisa M. Boyd, Borough Manager
 F. Steven Echternach, Police Chief Lynn Commero, Lancaster Newspaper
 Scott Weichler

CALL TO ORDER: Council President Mike Chiodo called the meeting to order at 7:30 p.m., followed by the salute to the flag. The Borough Manager took the roll call. Due to COVID-19 and during this emergency declaration, it was noted that this meeting was being held with some members participating via Zoom, which is in accordance with Act 15 of 2020 which states that a physical quorum is not required but a quorum is still required which includes members participating remotely.

REQUESTS TO BE HEARD: None

MINUTES OF MAY 12, 2020: A motion was made by Jim Rice, seconded by Ray Garraffa and passed unanimously to approve the minutes of the May 12, 2020 meeting as printed.

REPORTS:

MAYOR – Mayor Ryder stated that he has been working with the Borough Solicitor regarding the proposed Zoning Amendment and expects to have something for the Council to review at the next meeting.

PRESIDENT – President Chiodo stated that there have been significant stock market fluctuations recently and when he checked today, Standard and Poor is only showing a .73% decrease.

MANAGER – The Borough Manager’s written report for May 2020 was received and accepted. She added that the Zoning Hearing Applicant for 141 East Main Street will be amending their plan at the hearing to remove the parking space variance because they are adding requests to install a parking lot to the rear of the property. She added that she had other items that will be discussed under Other Business.

POLICE – The Police Department’s report for May 2020 was received and accepted.

PUBLIC WORKS – The Public Works report for May 2020 was received and accepted.

ZONING OFFICER – The Zoning Officer’s report for May 2020 was received and accepted.

2020-16

CONSENT AGENDA: A motion was made by Ray Garraffa, seconded by Jim Rice and passed unanimously to approve the following items on the Consent Agenda:

PAYMENT OF BILLS IN THE AMOUNT OF \$206,649.91

HISTORICAL ARCHITECTURAL REVIEW BOARD CERTIFICATES OF

APPROPRIATENESS – 2 MILLER STREET, 236 MILLER STREET, 309

MILLER STREET, 122 EAST MAIN STREET, AND 30 WEST MAIN STREET

UNFINISHED BUSINESS:

AWARD 2020 PAVING PROJECT BID – COPPERSMITH (TOP) AND PUTNAM

CIRCLE: The 2020 Paving Project Bids were received today and the low bidder is Long's Asphalt at a bid of \$43,537.73.

A motion was made by Jim Rice, seconded by Ray Garraffa and passed unanimously to award the 2020 Paving Project, which includes Coppersmith (top) and Putnam Circle, to the low bidder Long's Asphalt at a bid of \$43,537.73.

CONSIDERATION OF REAL ESTATE TAX PENALTY RESOLUTION 2020-3: The Borough Manager stated that the Borough originally enacted an ordinance to extend the base due date to a date that would be established by Resolution. At the May 12, 2020 meeting, Council enacted Resolution 2020-2 which was following what the County of Lancaster was going to use as their due date. However, the County of Lancaster changed the due date for taxes to be paid at base until November 30, 2020. It is the Borough Manager's recommendation that our due date match the County of Lancaster's.

A motion was made by Ray Garraffa, seconded by Dave Dunn and passed unanimously to adopt Resolution 2020-3 to extend the real estate tax base due date from June 30 to November 30, 2020 at which time a 10% penalty will be added, which is following the official action of the County of Lancaster.

CONSIDERATION OF EXTENSION OF EMERGENCY DECLARATION

RESOLUTION 2020-4: A motion was made by Dale Spaulding, seconded by Jim Rice and passed unanimously to adopt Resolution 2020-4 to extend the Declaration of Disaster Emergency for COVID-19 for an additional 90 days or until Council rescinds or extends it.

NEW BUSINESS:

AUTHORIZATION OF REFINANCING WATER DEBT, APPROVE ADVERTISING OF ORDINANCE, PREPARATION OF PAPERWORK AND THE APPROPRIATE

SIGNERS: President Chiodo stated that, according to the Refunding Analysis prepared by PFM, refinancing the water debt would result in a net savings of \$202,000.

A motion was made by Ray Garraffa, seconded by Bob Bennethum and passed unanimously to authorize the refinancing of water debt, approve advertising of ordinance, preparation of paperwork, and the appropriate signers.

OTHER BUSINESS:

148 EAST MAIN STREET WINDOWS: The Borough Manager stated that one of the owners of 148 East Main Street, Jeremy Peifer, contacted her regarding the enforcement notice for the wooden windows that they replaced with vinyl. The Borough Manager reminded the members that there was an incident involving Tom Lainhoff and Jeremy Peifer. Jeremy Peifer provided a quote to the Borough Manager for wooden replacement windows and she forwarded it to Tom Lainhoff (HARB Chairman) and Chris Lainhoff to confirm if these were appropriate windows. The HARB representatives had concerns regarding the quoted windows' grids, if the windows were made out of wood, and if they are an exact replacement of the original wooden windows that were taken out and disposed.

Jeremy Peifer stated to the Borough Manager that they plan to replace all of the windows in the building with wooden windows, even though two of the original windows were originally vinyl and were allowed to be replaced with vinyl. Because the original enforcement due date to complete the repairs was June 12, 2020, the Borough Manager talked to the Property Maintenance Enforcement Officer and he said that we can extend the due date to work with them since they are working toward ordering the correct windows. She and Tom Lainhoff were also agreeable to extending the due date.

It was the consensus of the members to assign an alternate HARB contact to work with the owners of 148 East Main Street for this project to determine if they are proposing an in-kind replacement and if it is not an in-kind replacement that their application would go back to the entire HARB Board at a regular meeting for review.

DONATIONS: The Borough Manager stated that annual donations are normally sent out immediately following the May Borough Council meeting but they were not yet sent due to unknown funding decreases associated with COVID-19. The Lancaster County Tax Collection Bureau is projecting that we will receive approximately \$40,000 less than budgeted this year, but they want to wait until after July to provide a better estimate. The Borough Manager and Police Chief, as the Borough's COVID Team, are recommending delaying mailing out the 2020 Donations until it is discussed at the August Council meeting. The Borough Manager will contact each of the organizations and provide them with an update.

NEWSLETTER: The Borough Manager stated that mailing the annual newsletter is being delayed this year because organizations weren't sure what to include for their upcoming events. She encouraged members to begin thinking about what article they would like to appear on the front page.

CITIZENS' COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Garraffa, seconded by Jim Rice and passed unanimously to adjourn the meeting at 7:54 p.m.

Respectfully submitted,

Lisa M. Boyd, Borough Manager

2020-18
STRASBURG BOROUGH COUNCIL
JULY 14, 2020
MINUTES

Council Members Present: Mike Chiodo Ray Garraffa
 Jim Rice David Dunn
 Bob Bennethum Dale Spaulding
 Will Hutchinson

Authority Members Present: Harold Wiker Ray Reeder
 Ken Johnson Ray Garraffa

Others Present:

Bruce Ryder, Mayor
F. Steven Echternach, Police Chief and Acting Borough Manager
Lynn Commero, Lancaster Newspaper
Jeremy Peifer
Ryan Weaver

CALL TO ORDER: Council President Mike Chiodo called the meeting to order at 7:30 p.m., followed by the salute to the flag. The Acting Borough Manager took the roll call.

REQUESTS TO BE HEARD: None

WATER DEBT REFINANCING ISSUE

BOROUGH COUNCIL - REVIEW AND POSSIBLE ENACTMENT OF REFINANCING ORDINANCE 2020-3 – JAMIE SCHLESINGER: Mike Chiodo stated that the financial advisor, Jamie Schlesinger from PFM, Chris Brewer and John McShane were in attendance via Zoom.

Mr. Schlesinger stated that the purpose of this meeting is to consider refinancing some existing water debt that is callable over the next few months, which is a 2014 bank loan and the 2015 Bond. He stated that benefits of refinancing include the current low rates on the bond market and combining common debt. He reviewed the water bond issue details and paperwork. The Acting Borough Manager stated that the bond ordinance was advertised as required and was available for public inspection. Mr. Schlesinger stated that the Ordinance allows a refinancing without extending the existing debt and estimates an approximate \$200,000 savings including the cost of issuance. He stated that the majority of the savings will be shown in 2020. If approved by Borough Council, the Borough Authority will need to adopt a Debt Resolution to complete the bond issue.

Ray Garraffa made a motion, seconded by Bob Bennethum and passed unanimously to enact Debt Ordinance #2020-3 in order to do a bond issue for the Authority's water debt refinancing.

At 7:44 p.m., it was the consensus of Council to take a brief recess in the meeting to allow the Authority to take action regarding the bond issue.

BREAK IN AGENDA – WATER DEBT REFINANCING ISSUE – STRASBURG BOROUGH AUTHORITY REVIEW AND POSSIBLE ADOPTION OF REFINANCING RESOLUTION 2020-5: Harold Wiker, Chairman of the Strasburg Borough Authority, called the special meeting to order at 7:44 p.m.

It was noted that the Borough Solicitor did review and complete the required public meeting notice.

Ken Johnson made a motion, seconded by Ray Garraffa and passed unanimously to adopt the Strasburg Borough Authority Debt Resolution 2020-5 for the water debt refinancing.

Ken Johnson made a motion, seconded by Ray Garraffa and passed unanimously to adjourn the Strasburg Borough Authority meeting at 7:47 p.m.

The regular Strasburg Borough Council meeting was reconvened at 7:47 p.m.

BOROUGH COUNCIL AND AUTHORITY TO SIGN PAPERWORK AT THIS TIME:

The appropriate Borough Council and Authority members signed the paperwork to complete the authorization for the water debt refinancing bond issue.

MINUTES OF JUNE 9, 2020: A motion was made by Jim Rice, seconded by Ray Garraffa to approve the minutes of the June 9, 2020 meeting as printed. Motion carried with Members Chiodo, Garraffa, Rice, Dunn, Bennethum and Spaulding casting assenting votes. Member Hutchinson abstained from voting because he was not in attendance for the meeting.

REPORTS:

MAYOR – Mayor Ryder stated that several meetings ago, Council took a position to support Speckled Hen's Zoning revised Variance Request to allow for the additional parking they needed on their own property. He reported that the Zoning Hearing was held and the Zoning Hearing Board granted the variance that they requested.

PRESIDENT – President Chiodo had nothing to report.

MANAGER – No report.

POLICE – The Police Department's report for June 2020 was received and accepted.

PUBLIC WORKS – The Public Works report for June 2020 was received and accepted.

ZONING OFFICER – The Zoning Officer's report for June 2020 was received and accepted.

CONSENT AGENDA: President Chiodo removed the Historical Architectural Review Board Certificate of Appropriateness for 22 Miller Street from the Consent Agenda.

2020-20

A motion was made by Dave Dunn, seconded by Ray Garraffa and passed unanimously to approve the following items on the Consent Agenda:

PAYMENT OF BILLS IN THE AMOUNT OF \$97,399.22

HISTORICAL ARCHITECTURAL REVIEW BOARD CERTIFICATE OF
APPROPRIATENESS – 9 EAST MAIN STREET

HISTORICAL ARCHITECTURAL REVIEW BOARD CERTIFICATE OF

APPROPRIATENESS – 22 MILLER STREET: President Chiodo stated that HARB recommended Borough Council have our Solicitor send a letter to the contractor because he advised the property owner that a permit was not needed. Mayor Ryder stated that the Borough does not have standing in the issue that is between the homeowner and the contractor.

A motion was made by Dave Dunn, seconded by Ray Garraffa and passed unanimously to approve a revised Certificate of Appropriateness for 22 Miller Street that states Borough Council denies the application of Tinamarie Villane, owner of 22 Miller Street to replace the existing attic window with a vinyl window as proposed, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

ZONING ORDINANCE AMENDMENT – BRUCE RYDER: Mayor Ryder stated that as authorized at the June 9, 2020 meeting, Council authorized the Solicitor to prepare a zoning amendment to address uses that are becoming common but are not defined in our ordinance. Mayor Ryder worked with the Solicitor and an updated version of the Zoning Ordinance Amendment was distributed to the members, which includes correcting the wording in one heading. He stated that the amendment was written by the Solicitor to be in compliance with the alcohol-neutral requirements of the Liquor Control Board.

Mayor Ryder stated that the amendment, as written, includes that alcohol-related uses are permitted by Special Exception in all three commercial zoning districts, and asked for Council's input on that matter. It was the consensus to proceed with the amendment as written.

A motion was made by Dale Spaulding, seconded by Jim Rice and passed unanimously to authorize the Borough Solicitor to send a draft of a proposed Ordinance amending the Zoning Ordinance containing the following caption:

AN ORDINANCE TO AMEND THE STRASBURG BOROUGH ZONING
ORDINANCE OF 1993 TO REVISE AND ADD DEFINITIONS; TO REVISE
PERMITTED AND SPECIAL EXCEPTION USES IN THE COMMERCIAL ZONE (C-
1), HIGHWAY COMMERCIAL ZONE (C-2), AND THE RESTRICTED
COMMERCIAL ZONE (C-3); TO REVISE PERMITTED, SPECIAL EXCEPTION,
AND CONDITIONAL USES IN THE INDUSTRIAL ZONE (I); TO REVISE
REGULATIONS UNDER THE GATEWAY NORTH OVERLAY ZONE (GN); TO
REVISE THE TABLE UNDER SECTION 310.7 TO ADD ADDITIONAL USES TO
THE PARKING REQUIREMENTS; TO RENAME SECTION 438 AND REVISE

2020-21

REGULATIONS THEREUNDER; AND TO ADD TWO NEW SECTIONS UNDER ARTICLE 4 TO PROVIDE SPECIFIC CRITERIA FOR USES RELATING TO MEDICAL MARIJUANA.

in the form and content presented at this meeting to the Lancaster County Planning Commission and the Strasburg Borough Planning Commission for their review and comments. I move further to allow the Borough Solicitor to prepare a summary of the proposed Ordinance and to provide public notice of a hearing for Borough Council to consider enactment of the proposed Ordinance in accordance with the Borough Code and the Municipalities Planning Code.

Mayor Ryder stated that if Council wanted to use the provisions of the Pending Ordinance Rule, the Ordinance and hearings would need to be advertised three times and if they did not want to follow the Pending Ordinance Rule that it would need to be advertised twice. Mayor Ryder reported that, based on a recent legal advertising invoice, the cost would be approximately an additional \$100.00. It was the consensus of the members to follow the Pending Ordinance Rule and authorize the three legal advertisements.

APPOINTMENT OF NEW CIVIL SERVICE MEMBER: Acting Manager Echternach reported that former Borough Council Member and current Civil Service Member, Lee Potts, passed away on June 22, 2020. He stated that we are required to fill the vacancy within 30 days of his passing. He did receive a letter of interest from John Imhof to fill the vacancy and is recommending that he be appointed to fill the position.

A motion was made by Ray Garraffa, seconded by Will Hutchinson and passed unanimously to appoint John Imhof to the vacant seat of the Civil Service Commission.

OTHER BUSINESS:

TREASURER'S REPORT: Acting Manager Echternach stated that one request during the Bond Rating process was to have Council accept a current Treasurer's Report.

Bob Bennethum made a motion, seconded by Ray Garraffa and passed unanimously to accept and file for audit the Treasurer's Report for the period ending June 30, 2020.

CITIZENS' COMMENTS: None.

EXECUTIVE SESSION – PERSONNEL MATTERS: At 8:15 p.m., President Chiodo stated that the regular meeting was being adjourned into an Executive Session to discuss employment issues of a current Borough officer and employee, a board-appointed position, and contract negotiations.

The regular meeting was reconvened at 9:17 p.m. at which time President Chiodo stated that the matters were discussed and that public comment would be allowed after each item prior to Council taking action:

1. Accept the letter of resignation and retirement of Lisa M. Boyd.

2020-22

A motion was made by Ray Garraffa, seconded by Jim Rice and passed unanimously to accept the resignation and retirement of Lisa M. Boyd.

2. Appoint F. Steven Echternach as Interim Borough Manager, Secretary/Treasurer and Chief Administrative Officer of the Pension Fund.

A motion was made by Will Hutchinson, seconded by Dave Dunn and passed unanimously to appoint F. Steven Echternach as Interim Borough Manager, Secretary/Treasurer and Chief Administrative Officer of the Pension Fund.

3. Since Lisa M. Boyd resigned as the Tax Collector, to fill the vacancy of Tax Collector through the end of her term which is the first Monday of January, 2021.

Interim Manager Echternach reported that he reached out to a member of the community and recommends that Ray Reeder be considered to fill the vacancy. He stated that Ray Reeder serves as the Treasurer of the Borough Authority and the Solicitor advises that he is able to fill both positions. He added that, at the request of Borough Council and the auditor, Ray Reeder already comes in the office monthly to review the Borough and Authority's financial records.

A motion was made by Dale Spaulding, seconded by Ray Garraffa and passed unanimously to adopt Resolution #2020-6 appointing Ray Reeder as the Tax Collector to fill the unexpired term of Lisa M. Boyd until the first Monday of January, 2022.

A motion was made by Will Hutchinson, seconded by Ray Garraffa and passed unanimously to authorize the Interim Borough Manager, F. Steven Echternach, to take such actions that are necessary and appropriate pursuant to the powers and duties of the Borough Manager as set forth in the Code of Ordinances of the Borough of Strasburg and Pennsylvania Borough Code for proper and efficient administration of affairs of the Borough.

President Chiodo stated that the Library submitted a letter regarding their annual donation and reminded the members that it was discussed at the June 9, 2020 meeting that the donations would be discussed at the August Council meeting. Interim Manager Echternach will contact the organizations who receive a donation next week to advise them of this.

ADJOURNMENT: A motion was made by Dale Spaulding, seconded by Bob Bennethum and passed unanimously to adjourn the meeting at 9:26 p.m.

Respectfully submitted,

F. Steven Echternach
Interim Borough Manager

2020-23
STRASBURG BOROUGH COUNCIL
AUGUST 11, 2020
MINUTES

Council Members Present: Mike Chiodo Ray Garraffa
 Jim Rice (via Zoom) David Dunn
 Bob Bennethum Dale Spaulding

Others Present:

Bruce Ryder, Mayor
F. Steven Echternach, Police Chief and Borough Manager
Lynn Commero, Lancaster Newspaper Scott Weichler
Jim Kepiro Charity Burkhart (via Zoom)

CALL TO ORDER: Council President Mike Chiodo called the meeting to order at 7:30 p.m., followed by the salute to the flag. The Borough Manager took the roll call.

REQUESTS TO BE HEARD:

MS4 Presentation – Charity Burkhart: Charity Burkhart reviewed the following 2018-2022 Permit Cycle work:

- Held Fire Company and Police trainings in 2018, 2019, and 2020
- Borough staff training completed in 2019
- Land Studies assisted with completing the conceptual plan for the Eshleman Run Streambank project to satisfy PRP requirement in 2019 and will continue to work on this project to design, permit, and complete. A Clean Water \$50,000 grant application was submitted.
- Outfall, infrastructure, and MS3 delineations are mapped in GIS
- ELA submitted the first annual report in 2019 and will submit the next report by September 30, 2020
- Land Studies completed an outfall testing report that dictates how wet weather testing is done in the next few years and she reviewed the testing process
- The Borough was a partner for a MS4 project completed by East Lampeter Township in 2019
- BMP inspections will be started in 2020

Jim Kepiro: He forwarded pictures and a request letter for his driveway at 180 Shenk Avenue. He stated that he contacted three paving companies to repair the driveway apron but only one paving company would quote on the project because it is on the Borough street. They are proposing to cut, mill, level, and blacktop a 3' x 25' section at a cost of \$350.00. The Borough Manager stated that the Public Works Department will inspect this project. The Borough Manager stated that this street was last paved in 1998, is not currently on the paving schedule for the next few years, and will need infrastructure work completed before the whole street is paved. A motion was made by Dave Dunn, seconded by Bob Bennethum and passed unanimously to authorize the project at 180 Shenk Avenue to be completed at a cost of \$350.00 to be paid after it has been inspected.

2020-24

MINUTES OF JULY 14, 2020: A motion was made by Dale Spaulding, seconded by Ray Garraffa and passed unanimously to approve the minutes of the July 14, 2020 meeting as printed.

REPORTS:

Mayor – Mayor Ryder had nothing to report.

President – President Chiodo had nothing to report.

Manager – The Borough Manager's report for July 2020 was received and accepted. Dale Spaulding noted that the Manager is recommending to not do a 2020 Newsletter because the information is constantly changing right now due to COVID-19 and asked that we notify the residents via the automated phone call. It was noted that up-to-date information is available on the Borough's website and we met the Department of Environmental Protection's requirement to for the Consumer Confidence Water Quality Report.

Police – The Police Department's report for July 2020 was received and accepted.

Public Works – The Public Works report for July 2020 was received and accepted.

Zoning Officer – The Zoning Officer's report for July 2020 was received and accepted.

CONSENT AGENDA: A motion was made by Dale Spaulding, seconded by Dave Dunn and passed unanimously to approve the following items on the Consent Agenda:

Payment of Bills in the Amount of \$194,427.89

Historical Architectural Review Board Certificates of Appropriateness – 318 Miller Street, 11 South Decatur Street, and 333 Miller Street

Adoption of 2021 Budget Calendar

Appointment of Steven Echternach as the Borough Right-to-Know Officer

Stormwater Management Plan Review – 200 Shenk Avenue

UNFINISHED BUSINESS:

22 Miller Street – Reconsideration of HARB Certificate of Appropriateness: President Chiodo stated that at the July 14, 2020 meeting, the Borough Manager was going to recommend this Certificate of Appropriateness be tabled to allow the property owner an opportunity to attend the meeting but Borough Council took action on the certificate while the Borough Manager was attempting to reconnect the Zoom. The applicant is a nurse and her schedule did not allow her to attend the previous meeting. He is asking Council to rescind the action taken at that meeting and to table action on the Certificate until the September 8, 2020 meeting.

A motion was made by Bob Bennethum, seconded by Ray Garraffa and passed unanimously to rescind the action taken on the July 14, 2020 HARB Certificate of Appropriateness for 22 Miller Street and table action on the Certificate until the September 8, 2020 Council meeting.

2020-25

Paradise Township Workers' Compensation Invoicing: It was the consensus of the members to authorize the new Borough Manager to contact Paradise Township to discuss this matter and come back to Borough Council for them to decide how to proceed at a future meeting.

NEW BUSINESS:

2020 Annual Donations: A motion was made by Bob Bennethum, seconded by Ray Garraffa and passed unanimously to authorize the payment of 50% of the 2020 Annual Donations and to evaluate the payment of the remaining 50% of the donations at the September 8, 2020 Borough Council meeting.

Police Chief Position Discussion/Posting: A motion was made by Ray Garraffa, seconded by Bob Bennethum and passed unanimously to direct the Chief/Manager to post the Police Chief position and authorize the Council President to appoint a Committee consisting of Mayor Bruce Ryder, Ray Garraffa, and Mike Chiodo of a third member is needed.

Consideration of PEMA Designation of Agent Resolution 2020-8: The Borough Manager stated that this was just received and is required for the Borough to seek PEMA Disaster Relief Recovery Funds for COVID-19. A motion was made by Dale Spaulding, seconded by Dave Dunn and passed unanimously to adopt Resolution 2020-8 to authorize Borough Manager F. Steven Echternach to execute for and on behalf of Strasburg Borough, all required forms and documents for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288 as amended by Public Law 100-707).

Consideration of Extension of Emergency Declaration Resolution 2020-9: The Borough Manager stated this is needed to extend the Emergency Declaration to insure we are eligible to apply for funding for ongoing COVID-19 expenses because the previous resolution expires before the next meeting. A motion was made by Ray Garraffa, seconded by Bob Bennethum and passed unanimously to adopt Resolution 2020-9 to extend the Declaration of Disaster Emergency for COVID-19 for an additional 90 days or until Council rescinds or extends it.

OTHER BUSINESS: None.

CITIZENS' COMMENTS: None.

EXECUTIVE SESSION – Police Contract Negotiations: At 8:14 p.m., President Chiodo stated that the regular meeting was being adjourned into an Executive Session to discuss police contract negotiations.

The regular meeting was reconvened at 8:36 p.m., at which time President Chiodo stated that no official action was taken.

ADJOURNMENT: A motion was made by Ray Garraffa, seconded by Bob Bennethum and passed unanimously to adjourn the meeting at 8:36 p.m.

Respectfully submitted,

F. Steven Echternach
Borough Manager

2020-26
STRASBURG BOROUGH COUNCIL
SEPTEMBER 8, 2020
MINUTES

Council Members Present: Ray Garraffa Jim Rice
David Dunn Will Hutchinson
Bob Bennethum (via Zoom) Dale Spaulding (via Zoom)
Mike Chiodo (8:10 p.m.)

Others Present:

Bruce Ryder, Mayor

F. Steven Echternach, Police Chief and Borough Manager

Lynn Commero, Lancaster Newspaper

Tinamarie Villane

Dave Carson

Denise Waller

Jim Rice

Will Hutchinson

Dale Spaulding (via Zoom)

Scott Weichler

John Mroz

Rick Waller

Chris Lainhoff

CALL TO ORDER: Council Vice President Ray Garraffa called the meeting to order at 7:30 p.m., followed by the salute to the flag. Vice President Garraffa announced that the meeting is being audiotaped and maintained until the minutes are approved. Vice President Garraffa took the roll call. Due to COVID-19 and during this emergency declaration, it was noted that this meeting was being held with some members participating via Zoom, which is in accordance with Act 15 of 2020 which states that a physical quorum is not required but a quorum is still required which includes members participating remotely.

REQUESTS TO BE HEARD:

Public Hearing on proposed amendments to the text of the Zoning Ordinance and consideration for enactment by Borough Council of the proposed zoning ordinance amendments – Ordinance 2020-04: Vice President Garraffa turned the meeting over to the

amendments – Ordinance 2020-04: Vice President Garraffa turned the meeting over to the Borough Manager for the Public Hearing. The Borough Manager reviewed the procedural steps that took place prior to this meeting for tonight's meeting to consider this proposed ordinance which included: 1. The legal notice for the proposed ordinance was advertised, as required, on July 21, 2020, August 18, 2020, and August 25, 2020. These legal notices met the requirement of the Municipalities Planning Code, the Borough Code and Sunshine Law. 2. The ordinance became legally pending on July 21, 2020 and, if enacted, the effectiveness dates back to the date it was first advertised which was July 21, 2020. 3. The notice that was published in the newspaper was in summary form, which is allowed by law as long as the full text was furnished to the Lancaster County Law Library and Lancaster Newspapers. The full text was furnished to the Lancaster County Law Library and Lancaster Newspapers, as required. 4. The notice was posted and the Ordinance available for public inspection at the Borough Office when it was advertised. 5. The proposed amendments were submitted to be reviewed by the Strasburg Borough Planning Commission and the Lancaster County Planning Commission on July 17, 2020, which meets the submittal requirements in advance of enactment. 5. The Borough received the Lancaster County Planning Commission's review letter dated August 25, 2020, and the Borough Manager furnished Borough Council with a copy of that letter. 7. The Strasburg

Borough Planning Commission took action regarding the proposed ordinance and made a recommendation at its August 3, 2020 meeting, and the Borough Manager furnished Borough Council with the minutes of that meeting. 7. A Public Hearing is required under the Municipalities Planning Code, and Public Participation is required under the Sunshine Act. 8. If enacted, the Ordinance needs to be approved by the Mayor, put into the Borough's Ordinance book and sent to the Lancaster County Planning Commission to be recorded in the Lancaster County Courthouse.

Mayor Ryder explained the history of the proposed Zoning Ordinance Amendment and its purpose is to define and put in place appropriate regulations in our zoning for uses related to medical marijuana dispensaries, medical marijuana growing operations, and several alcohol-related uses such as brewpubs and wine tasting that were not provided for or defined in the Zoning Ordinance. He stated that two years ago a Zoning Ordinance Amendment removed the section providing for the process for the Zoning Hearing Board to consider "Uses not provided for" and without that in the ordinance, a reasonable use needs to be defined.

Vice President Garraffa asked if there was any public comment, which meets the requirement for obtaining public comment under both the Municipalities Planning Code and the Sunshine Act.

Hearing no public comments, a motion was made by Dave Dunn, seconded by Jim Rice and passed unanimously to close the public hearing.

A motion was made by Dave Dunn, seconded by Jim Rice and passed unanimously to enact Ordinance 2020-4 titled: AN ORDINANCE TO AMEND THE STRASBURG BOROUGH ZONING ORDINANCE OF 1993 TO REVISE AND ADD DEFINITIONS; TO REVISE PERMITTED ADSPECIAL EXEMPTION USES IN COMMERCIAL ZONE (C-1), HIGHWAY COMMERCIAL ZONE (C-3); TO REVISE PERMITTED, SPECIAL EXEMPTION, AND CONDITIONAL USES IN THE INDUSTRIAL ZONE (I); TO REVISE REGULATIONS UNDER THE GATEWAY NORTH OVERLAY ZONE (GN); TO REVISE THE TABLE UNDER SECTION 310.7 TO ADD ADDITIONAL USES TO THE PARKING REQUIREMENTS; TO RENAME SECTION 438 FROM TAVERNS TO RESTAURANTS, TAVERNS, BREWPUBS, AND WINE RETAIL/TASTING AND REVISE REGULATIONS THEREUNDER; AND TO ADD TWO NEW SECTIONS UNDER ARTICLE 4 TO PROVIDE SPECIFIC CRITERIA FOR USES RELATING TO MEDICAL MARIJUANA, in the form and content presented at this meeting.

Scott Weichler, Strasburg Fire Co. Deputy Chief – New Fire Apparatus

Presentation: Scott Weichler, Strasburg Fire Co Deputy Chief, was in attendance and wanted to inform Council that Strasburg Fire Company entered into an agreement with Marco Fire Apparatus for the purchase of a new piece of fire apparatus, and provided a picture of the apparatus. The call sign of the equipment will be TAC-5, and is a 2019 Ford F550 XLT Crewcab Marco Mini-pumper which is a tactical piece, at a base price of \$252,484. Due to the new County standard, the company will need to purchase approximately \$25,500 of new equipment of tools for on the truck. They are purchasing the equipment through a low 2% interest Volunteer Loan Assistance Program loan for half of the cost plus \$20,000. They are asking for \$81,334 to be paid from the Strasburg Fire Company Capital Equipment Fund that the

2020-28

Borough has been building and holding for the fire company. They are projecting to receive the truck in December of 2020 and that is when they would ask for the funds. He explained the history of why they chose to purchase this truck and their future replacement schedule. The members appreciated the detailed report and it was the consensus that they were in agreement with their decision. Scott Weichler stated that he will come back to the December 2020 meeting to officially request the funds.

MINUTES OF AUGUST 11, 2020: A motion was made by Jim Rice to approve the minutes of the August 11, 2020 meeting as printed. The motion was seconded by Dave Dunn and passed with members Garraffa, Rice, Dunn, Bennethum, and Spaulding casting assenting votes. Member Hutchinson abstained from voting because he was not in attendance for the meeting.

REPORTS:

Mayor – Mayor Ryder had nothing to report.

President – President Chiodo was not in attendance.

Manager – The Borough Manager's report for August 2020 was received and accepted.

Police – The Police Department's report for August 2020 was received and accepted. Will Hutchinson stated that he travels a lot for work and does not see police much but he appreciates that our Police Department is doing what it is supposed to do.

Public Works – The Public Works report for August 2020 was received and accepted.

Zoning Officer – The Zoning Officer's report for August 2020 was received and accepted.

CONSENT AGENDA: A motion was made by Jim Rice, seconded by Will Hutchinson and passed unanimously to approve the following items on the Consent Agenda:

Payment of Bills in the Amount of \$147,138.47

Historical Architectural Review Board Certificate of Appropriateness – 48 East Main Street

Acknowledgement of 2021 Pension Minimum Municipal Obligations

UNFINISHED BUSINESS:

22 Miller Street – HARB Certificate of Appropriateness: TinaMarie Villane was in attendance and asked for permission to keep the window that was installed. The Borough Manager provided copies of an email from the HARB Chairman to the members. Chris Lainhoff, a member of HARB, stated that the members had requested if the Borough could reach out to the contractor to inform them that they need a permit when working in the Historic District. Chris Lainhoff stated that he did find a contractor who is willing to make the replacement window sash to match the one that was removed and the only thing she would have to pay for is the materials (approximately \$60-\$70) and for a contractor of her choice to install it. Ms. Villane stated that her house is a duplex and she replaced the window with a window

matching the vinyl window at the attached house at 20 Miller Street. Chris Lainhoff stated that we don't know exactly when the window at 20 Miller Street was replaced but it was at least six years ago and it was replaced without them obtaining a permit. Chris Lainhoff stated that HARB had hoped that the owner would be able to negotiate with the contractor for him to either refund her at least part of what she paid for the window and/or to agree to replace the window in-kind.

TinaMarie Villane stated that she contacted the company and they told her it was her place to obtain any necessary permits but she was originally told by the contractor that no permits were needed. Jim Rice stated that the window does match the other side and the detailed window is not visible when the air conditioner is in. It was the consensus of the members to table this application to allow the owner to work with Chris Lainhoff regarding the offer for a contractor to make the replacement window sash for the cost of the materials and for her to have a contractor of her choice install it.

NEW BUSINESS:

General Fund Projection and Three-Year Budget: The General Fund Projection and Three-Year Budget memorandum that was prepared by the Borough Manager was reviewed. He stated that the amount of Earned Income Tax that we will receive in 2020 is still unknown but he is projecting that we will be in a reasonable position by year's end. He also stated that we received information from the Borough's Pension Fund Actuary in December 2019 that our Non-Uniformed and Police Pension Plans were overfunded and the OPEB Police Post Retirement was underfunded by approximately \$185,000. As of August 31, 2020, the Non-Uniformed and Police Pension investments are net positive for the year. He will make a recommendation at a future meeting regarding the funds budgeted for unfunded liabilities possibly to be forwarded to the OPEB fund in 2020.

He is recommending to distribute the remaining 50% of the donations as budgeted, with the exception of the \$600 to the Lions Club for the Halloween Parade because we do not know if the parade will be held or not because at this time PennDOT is not approving road closure permits. It was the consensus of the members to authorize the Manager to forward the remaining 50% of the donations as discussed.

Bruce Ryder stated that he believed we should budget additional funds for legal expenses in future years.

OTHER BUSINESS:

Stormwater Discussion – Manager: The Borough Manager stated that following the recent heavy rainfall this past month, he was inundated with stormwater complaints from properties affected by stormwater coming from the historic district. He stated that the Army Corps of Engineers completed an extensive stormwater management study of the entire Borough in 2006 and Borough Council has not done anything with it. He added that the stormwater problem in town is getting worse every day and it needs to begin to be addressed.

Mayor Ryder stated that there are no easements or rights-of-way to the Borough to maintain the stormwater channels and Council has taken the position that it is a private matter that we do not

have any legal responsibility. He added that the Solicitor stated that it would cost a large amount of money to purchase the rights-of-way and easements to allow the Borough to go onto the properties and re-engineer the swales. Another item to consider is that PennDOT refuses to do stormwater improvements in the streets within Boroughs because it is in the Borough Code that it is the Borough's responsibility but PennDOT does do stormwater improvements in Townships. He stated that the issue is how to get citizens to work together or to allow the Borough to work and not have to pay the homeowners for permission to go on their land.

The Borough Manager stated that the property owners of the properties that have stormwater facilities that need to be re-engineered have never been asked if they would be willing to allow the Borough to do the work.

Chris Lainhoff stated that PennDOT replaced the stormwater grate a number of years ago at 124 East Main Street and it used to back up if he didn't clear the leaves off of it but now it backs up all the time.

The Borough Manager stated that he is willing to get a group together to discuss the matter because he does not believe the problem can be delayed anymore because it is damaging homes.

Signage: The Borough Manager stated that he has received numerous complaints regarding political signs and the wording on signs. He stated that the Borough has taken the position that we will not enter into any enforcement actions because they are protected by the first amendment and free speech. He did contact the Solicitor who stated this matter was discussed in 2016 and provided additional recent court case references and he advised that we would put ourselves in a position of civil liability if we take any action. Rick Waller stated that a number of political signs have been stolen and damaged over the last few weeks. The Borough Manager stated that the Police Department is aware of this matter.

Kinder Lane: Denise Waller stated that their legal private driveway has become a public thoroughfare from Main Street to the Strasburg Commons development, the post office, and other uses along Historic Drive. She asked if they can put a sign on their signpost because people walk on the driveway and don't pay attention and are almost hit by the people who are using their own driveway. The Borough Manager stated that he needed to review the records to determine if it is a driveway or an alleyway that is open for public conveyance that is not owned by the Borough. Rick Waller stated that they have safety concerns. The Borough Manager stated that Kinder Lane has a street name sign to allow emergency services to locate the house addressed as 6 Kinder Lane.

Strasburg Commons Stormwater: John Mroz explained problems with the swale on the western boundary of the Charter Homes/Strasburg Commons development and the builder saying the wall is the homeowners' responsibility because it is normal wear and tear on a wall that is less than 10 years old. He stated that he believes the Borough should hold the builder accountable to repair the stormwater facility. The Borough Manager stated that he is researching the Developer's Agreement regarding this and other issues.

CITIZENS' COMMENTS: None.

EXECUTIVE SESSION – Police Contract Negotiations: At 8:46 p.m., Vice President Garraffa stated that the regular meeting was being adjourned into an Executive Session to discuss police contract negotiations.

The regular meeting was reconvened at 8:55 p.m., at which time Will Hutchinson made a motion, seconded by Jim Rice and passed unanimously to approve the addendum to the Police Contract as presented.

ADJOURNMENT: A motion was made by Dave Dunn, seconded by Jim Rice and passed unanimously to adjourn the meeting at 8:56 p.m.

Respectfully submitted,

F. Steven Echternach
Borough Manager

2020-32
STRASBURG BOROUGH COUNCIL
OCTOBER 13, 2020
MINUTES

Council Members Present: Mike Chiodo Ray Garraffa
 Jim Rice David Dunn
 Bob Bennethum Dale Spaulding

Others Present:

Bruce Ryder, Mayor
F. Steven Echternach, Police Chief and Borough Manager
Lynn Commero, Lancaster Newspaper
Scott Weichler

CALL TO ORDER: Council President Mike Chiodo called the meeting to order at 7:30 p.m., followed by the salute to the flag. President Chiodo announced that the meeting is being audiotaped and maintained until the minutes are approved. The Borough Manager took the roll call.

REQUESTS TO BE HEARD: None.

MINUTES OF SEPTEMBER 8, 2020: A motion was made by Ray Garraffa to approve the minutes of the September 8, 2020 meeting as printed. The motion was seconded by Dave Dunn and passed with members Garraffa, Rice, Dunn, Bennethum, and Spaulding casting assenting votes. Member Chiodo abstained from voting because he arrived late for the meeting.

REPORTS:

Mayor – Mayor Ryder had nothing to report.

President – President Chiodo stated that he met with Steven Echternach today and he is willing to extend his offer to fill the position of Borough Manager until at least the end of 2021, and continue on a year-to-year basis, if Council is in favor. It was the consensus to accept his offer. He asked if the members would be willing to consider changing the start time of the meeting to 7:00 p.m. beginning January 1, 2021. He also stated that he would like Council to consider setting aside up to \$20,000 in additional pay for the Borough Manager and some of the staff who have taken on additional responsibilities during the transition to reward them for their extra efforts.

Manager – The Borough Manager's report for September 2020 was received and accepted. He stated that Victory Church closed down the Strasburg campus and stated that it was due to heating costs and they are looking for another location in the area. He also stated that the Fire Company is requesting to change the breakfast they had scheduled for October 31, 2020 to a chicken barbeque on October 24, 2020. It was the consensus to take the position of supporting the Zoning Officer in his interpretation and, based upon the multiple violations, oppose the granting of a variance regarding the October 19, 2020 Zoning Hearing application for 246 Julia Avenue.

2020-33

Police – The Police Department’s report for September 2020 was received and accepted.

Public Works – The Public Works report for September 2020 was received and accepted.

Zoning Officer – The Zoning Officer’s report for September 2020 was received and accepted.

Engineer Report – The Engineer’s Report for September 2020 was received and accepted.

CONSENT AGENDA: A motion was made by Dave Dunn, seconded by Jim Rice and passed unanimously to approve the following items on the Consent Agenda:

Payment of Bills in the Amount of \$329,184.75

Historical Architectural Review Board Certificate of Appropriateness – 105-107 West Main Street

Schedule Trick-or-Treat Date – October 30, 2020 from 6-8 p.m.

Extension of Emergency Declaration Resolution 2020-10

UNFINISHED BUSINESS:

2020 Borough Appreciation Banquet: A motion was made by Bob Bennethum, seconded by Ray Garraffa and passed unanimously to cancel the 2020 Borough Appreciation Banquet.

Police Chief Position – Refer Sgt. Ferretti to the Civil Service Commission for Certification: The Police Chief submitted a letter that based upon the recommendation from the committee made up of Mayor Ryder, President Chiodo, President Garraffa, a successful interview conducted by a panel of chiefs, and his recommendation, that Sgt. Ferretti be referred to the Civil Service Committee for Certification.

A motion was made by Ray Garraffa, seconded by Jim Rice and passed unanimously to refer Sgt. Ferretti to the Civil Service Commission for certification for the position of Chief of Police.

NEW BUSINESS:

Acceptance of Council Member Will Hutchinson’s Resignation: Due to Will Hutchinson moving out of the Borough, a motion was made by Jim Rice, seconded by Dave Dunn and passed unanimously to accept Will Hutchinson’s resignation with regret and to appoint Dave Carson to fill the unexpired term.

Review 2021 Draft Budget and Capital Improvements Program: The 2021 Draft Budget and Memorandum was reviewed. President Chiodo stated that the 2021 Draft Budget does have the 5% ending fund balance and shows keeping the 2021 donations at the same level as 2020. The Borough Manager stated that he will have a recommendation for the Final Budget regarding reserve funds.

2020-34

Dale Spaulding stated that the Fire Company's letter states that it will cost approximately \$23,000 to provide training and PPE for their five new members and noted that their fundraising activities are limited due to the pandemic, and asked that we consider increasing their donation.

Bruce Ryder suggested increasing the budget for ordinance amendments based on the cost for recent updates.

Request for Police Support for the Presidential Inauguration Task Force: A motion was made by Dale Spaulding, seconded by Bob Bennethum and passed unanimously to approve the request for police support for the Presidential Inauguration Task Force.

OTHER BUSINESS: A motion was made by Dale Spaulding, seconded by Ray Garraffa and passed unanimously to approve the Strasburg Fire Company's chicken barbeque on October 24, 2020.

Bruce Ryder administered the Loyalty Oath to Councilmember David Carson and the members welcomed him to the Board.

CITIZENS' COMMENTS: None.

ADJOURNMENT: A motion was made by Dale Spaulding, seconded by Dave Dunn and passed unanimously to adjourn the meeting at 7:55 p.m.

Respectfully submitted,

F. Steven Echternach
Borough Manager

2020-35
STRASBURG BOROUGH COUNCIL
NOVEMBER 10, 2020
MINUTES

Council Members Present: Mike Chiodo Ray Garraffa
 Jim Rice David Dunn
 Dale Spaulding Dave Carson
 Bob Bennethum (via phone)

Others Present:
 Bruce Ryder, Mayor
 F. Steven Echternach, Police Chief and Borough Manager
 Lynn Commero, Lancaster Newspaper
 Nick Ferretti, Police Sergeant
 Juan Guadalupe, Part-time Police Officer

CALL TO ORDER: Council President Mike Chiodo called the meeting to order at 7:30 p.m., followed by the salute to the flag. President Chiodo announced that the meeting is being audiotaped and maintained until the minutes are approved. The Borough Manager took the roll call.

REQUESTS TO BE HEARD: The Borough Manager introduced the Borough's newest part-time police officer, Juan Guadalupe, who was sworn in prior to the meeting. The members welcomed Officer Guadalupe.

MINUTES OF OCTOBER 13, 2020: A motion was made by Ray Garraffa, seconded by David Dunn and passed unanimously to approve the minutes of the October 13, 2020 meeting as printed.

REPORTS:

Mayor – Mayor Ryder had nothing to report.

President – President Chiodo welcomed the new Borough Council Member, Dave Carson. It was the consensus of the members to schedule and advertise the 2021 Borough Council meetings to begin at 7:00 p.m.

Manager – The Borough Manager's report for October 2020 was received and accepted. He stated that a representative from the Lampeter-Strasburg School District contacted him and is seeking input from the Borough regarding possible uses for the now vacant Strasburg Elementary School.

Police – The Police Department's report for October 2020 was received and accepted. The Police Chief stated that there was a recent situation where the officer's body worn camera system was used to prove an accusation against an officer as being false.

Public Works – The Public Works report for October 2020 was received and accepted.

2020-36

Zoning Officer – The Zoning Officer’s report for October 2020 was received and accepted.

Engineer Report – The Engineer’s Report for October 2020 was received and accepted.

CONSENT AGENDA: A motion was made by Jim Rice, seconded by Ray Garraffa and passed unanimously to approve the following items on the Consent Agenda:

Payment of Bills in the Amount of \$96,952.09

Historical Architectural Review Board Certificate of Appropriateness – 239 Miller Street, 148 East Main Street, 109 Miller Street, 128 East Main Street, and 11 East Main Street

Appoint Pete Kingsley Jr. as Building Code Officer

Appoint Dave Carson to Council Resolution 2020-11

UNFINISHED BUSINESS:

Approval of Capital Improvements Program: Dale Spaulding asked about the \$30,000 transfer for Stormwater projects. The Borough Manager stated that this is the same transfer that has been being done for several years to pay for the unfunded mandated stormwater MS4 improvements. Bruce Ryder asked if repairing the speed tables on South Jackson Street could be considered for 2021. The Borough Manager stated that he will investigate the bidding requirements because of using Liquid Fuels funds.

A motion was made by David Dunn, seconded by Jim Rice and passed unanimously to approve year 2021 in the 5-year Capital Improvements Program dated November 10, 2020.

Approval of 2021 Preliminary Budget and Authorization to Advertise for Public

Inspection: The Borough Manager stated that he included recommendations in his budget memo. Because the Lions’ Club 2020 Halloween Parade was canceled, he also asked Borough Council to consider donating that \$600 as a one-time donation to the Strasburg Scout House Association toward their unplanned approximate \$1,800 termite infestation exterminating. He also stated that he is recommending a one-time \$10,000 donation to the Strasburg Fire Company because of their limited fundraising ability this year. He stated that he did not recommend an additional donation to the library because they are eligible for CARES funds. President Chiodo stated that he and the Borough Manager reviewed the Transitional Service Award that was requested by Council.

Dale Spaulding stated that he would like to see a larger donation to the Strasburg Fire Company in light of their expenses and for the service they provide to the community. The Borough Manager stated that he is recommending Borough Council evaluate the financial position in 2021 to determine if an additional one-time donation could be considered again next year after we know the financial impact on our Earned Income Tax Revenue. Bruce Ryder stated that the fire company provides the most critical volunteer service to the community and he would recommend their 2020 one-time donation be provided to them in a check instead of a transfer into their reserve fund.

Bruce Ryder stated that Bob May from LEMSA provided him with documentation showing that our annual \$6,000 donation is their 4th largest municipal donor, we are their 2nd largest per

2020-37

capita donor (Lancaster City is their largest per capita donor), and all municipal donations combined are only approximately 2% of their budget.

A motion was made by Dale Spaulding, seconded by David Dunn and passed unanimously to approve the following additional 2020 expenses:

1. Donate a one-time additional \$10,000 to the Strasburg Fire Company.
2. Donate the \$600 that was budgeted for the 2020 Lions Club Halloween Parade to the Strasburg Scout House Association as an additional one-time donation to go toward their unplanned termite extermination expenses.
3. Distribute \$20,000 in Transitional Service Awards for the extra staff work due to the departure of the previous Borough Manager as follows: Borough Manager \$10,000, Police Sergeant \$5,000, Administrative Assistant \$3,000, and full-time Office Assistant \$2,000.

A motion was made by Jim Rice, seconded by Ray Garraffa and passed unanimously to approve the 2021 Preliminary Budget as submitted which includes a \$500 increase in the maximum amount of the Non-Uniformed Service Award, and authorize the Borough Manager to advertise it for public inspection.

NEW BUSINESS:

Historical Map Framing: During the organizing of our file room, the Borough Manager found a cloth-back 1884 map of Strasburg Borough and is recommending that the map be framed at a cost of \$1,138.62 to be paid from the 275th Anniversary Fund and displayed in the Council room.

A motion was made by Jim Rice, seconded by Dale Spaulding and passed unanimously to approve the framing of the historical town map at a cost of \$1,138.62 with funds being taken from the 275th Anniversary Reserve Fund.

OTHER BUSINESS: None.

CITIZENS' COMMENTS: None.

ADJOURNMENT: A motion was made by David Dunn, seconded by Dave Carson and passed unanimously to adjourn the meeting at 8:00 p.m.

Respectfully submitted,

F. Steven Echternach
Borough Manager

2020-38
STRASBURG BOROUGH COUNCIL
DECEMBER 8, 2020
MINUTES

Council Members Present:	Mike Chiodo	Jim Rice
	David Dunn	Dale Spaulding
	Dave Carson	Bob Bennethum

Others Present:

Bruce Ryder, Mayor
F. Steven Echternach, Police Chief and Borough Manager
Lynn Commero, Lancaster Newspaper
Nick Ferretti, Police Sergeant
Lenny Weitzel
Dave Felpel
Kathy Conley, RGS Associates (via Zoom)

CALL TO ORDER: Council President Mike Chiodo called the meeting to order at 7:30 p.m., followed by the salute to the flag. President Chiodo announced that the meeting is being audiotaped and maintained until the minutes are approved. The Borough Manager took the roll call.

REQUESTS TO BE HEARD:

Deckman Property Plan Presentation by Kathy Conley, RGS Associates: Kathy Conley, of RGS Associates, was in attendance and reviewed the Deckman Property Plan in detail. The plan creates two new lots that is accessible from Sunset Avenue. Bob Bennethum asked about stormwater and fire department access. The Manager confirmed that the Fire Department has reviewed the plan and is ok with it and the neighbors were at the Planning Commission meeting and they were satisfied with the stormwater component. The plan was reviewed and Council was satisfied with the presentation and will take action relative to the request for an extension of time later in the agenda and encouraged Ms. Conley to continue working with the Borough Engineers and Solicitor.

MINUTES OF NOVEMBER 10, 2020: A motion was made by Jim Rice, seconded by Bob Bennethum and passed unanimously to approve the minutes of the November 10, 2020 meeting as printed.

REPORTS:

Mayor – Mayor Ryder had nothing to report.

President – President Chiodo introduced Dave Felpel, Strasburg Borough First Ward Republican Committee Person, and stated that Mr. Felpel offered his assistance with preparing petitions for next year.

Manager – The Borough Manager's report for November 2020 was received and accepted.

2020-39

Police – The Police Department’s report for November 2020 was received and accepted.

Public Works – The Public Works report for November 2020 was received and accepted.

Zoning Officer – The Zoning Officer’s report for November 2020 was received and accepted.

Engineer Report – The Engineer’s Report for November 2020 was received and accepted.

CONSENT AGENDA: A motion was made by Dale Spaulding, seconded by David Dunn and passed unanimously to approve the following items on the Consent Agenda:

Payment of Bills in the Amount of \$208,435.00

Approval of 2021 Meeting Schedule

Adoption of Fee Schedule Resolution No. 2020-13

Adoption of Fire Company Activities Resolution No. 2020-14

Adoption of Police Pension Plan Contribution Resolution No. 2020-15

Adoption of Emergency Proclamation Extension 2020-16

Reappointment/Appointment of Borough Board Members

Planning Commission, Dominick DiBella, 4-year term

Borough Authority, Ken Johnson, 5-year term

Historical Architectural Review Board, H. Dale Kaufman, 5-year term

Zoning Hearing Board, Robert Ham and Maureen Wagner, 5-year terms

Tree Committee, Curt Reynolds and H. Dale Kaufman, 3-year terms

Civil Service Commission, H. Dale Spaulding and John Imhof, 6-year terms

Appointment of Nick Ferretti as Police OIC Effective 1/1/2021

Fire Company Reserve Transfer – send \$82,000 from the Fire Equipment Reserve Fund (73) for their new truck

UNFINISHED BUSINESS:

Approval of 2021 Final Budget: The Manager made the following recommendation relating to the 2020 expenses: to forward the \$60,730 that was set aside for the Pension Unfunded Liabilities to the OPEB account, to transfer a one-time \$1,122 payment into the Fire Company Capital Equipment Reserve Fund to catch up the fund from the reassessment in 2018, and allocate \$5,000 from 410.193 Accreditation to the Police Reserve Fund 32.

A motion was made by Jim Rice, seconded by Bob Bennethum and passed unanimously to adopt the Manager’s recommendations as they relate to the reallocation of pension funds to the OPEB Fund, the Strasburg Fire Company Capital Equipment Reserve Fund, and the Police Reserve Fund.

A motion was made by Dale Spaulding, seconded by Bob Bennethum and passed unanimously to approve the 2021 Final Budget which does not include a tax increase.

NEW BUSINESS:

Enactment of 2021 Tax Rate Resolution No. 2020-12: A motion was made by David Dunn, seconded by Jim Rice and passed unanimously to enact the 2021 Tax Rate Resolution 2020-12, which does not include a tax increase for the Borough of Strasburg for 2021.

Deckman Preliminary/Final Subdivision: A motion was made by Dale Spaulding, seconded by David Dunn and passed unanimously to accept the 60 day extension request as prepared by Bill Crosswell, for the Deckman Preliminary/Final Subdivision plans.

OTHER BUSINESS: None.

CITIZENS' COMMENTS: None.

ADJOURNMENT: A motion was made by Dale Spaulding, seconded by Bob Bennethum and passed unanimously to adjourn the meeting at 8:05 p.m.

Respectfully submitted,

F. Steven Echternach
Borough Manager