

2023-1
STRASBURG BOROUGH COUNCIL
January 10, 2023
MINUTES

Members Present: Michael Chiodo Ray Garraffa James Rice
David Felpel Dave Carson Dale Spaulding
Robert Bennethum (via Zoom)

Others Present: Bruce L. Ryder, Mayor John Mroz
F. Steven Echternach, Borough Manager David Esh
Nick Ferretti, Police Chief Tom Lainhoff
Tim Rineer Kelly Osborne
Trina Rineer Bradley Book
Carole Reed John Trescot

CALL TO ORDER: The meeting was held at the Strasburg Borough Municipal Offices, 145 Precision Avenue, Strasburg, PA, and Council President Mike Chiodo called the meeting to order at 7:00 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 roll call. The Borough Manager stated that he inadvertently missed placing an item on the agenda – Marnik Holdings/Strasburg Scooters – One year time extension for conditional use and plan until 01-10-2024.

A motion was made by Dale Spaulding, seconded by Dave Carson, and passed unanimously to revise tonight’s Council meeting agenda to add the Marnik Holdings/Strasburg Scooters time extension under the Consent Agenda, which was inadvertently missed on the original agenda.

REQUESTS TO BE HEARD:

County Commissioner John Trescot: Lancaster County Commissioner John Trescot was in attendance and stated that he has been visiting municipalities to explain and review information about the County government, budget, departments and their duties, commissioner’s duties, ARPA funds, the new correctional facility project, and ambulance funding concerns. The members thanked the Commissioner for the \$1 Million stormwater grant and for coming to the meeting to meet with us. Bruce Ryder asked about the experience of the company that is working on the correctional facility.

Carole Reed – Strasburg Elementary School Building: Carole Reed thanked Steve Echternach for meeting with Jerilyn Bensley and her about the Strasburg Elementary School building and stated that they want to continue to stay informed. She stated that she appreciated the Borough’s cooperation.

Jerilyn Bensley – Strasburg Elementary School Building: Jerilyn Bensley was unable to attend due to a family illness.

Tim and Trina Rineer, owners of 229 Miller Street, were in attendance and asked that their Historical Architectural Review Board Certificate of Appropriateness be removed from the Consent Agenda.

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A motion was made by Jim Rice, seconded by Ray Garraffa and passed unanimously to remove the Historical Architectural Review Board Certificate of Appropriateness for 229 Miller Street from the Consent Agenda.

MINUTES OF DECEMBER 13, 2022: A motion was made by Jim Rice, seconded by Dave Carson and passed unanimously to approve the minutes of the December 13, 2022 meeting as printed.

REPORTS:

Mayor – Mayor Ryder had nothing additional to report.

President – President Chiodo had nothing additional to report.

Manager – The Borough Manager reviewed his written report for December 2022 highlighting the following items:

- The next Lancaster County Borough's Association meeting will be held on January 25, 2023.
- The computer vulnerability testing was completed and was done a second time when the server was replaced.
- The 2022 delinquent real estate tax report was provided.
- The fee schedule has been revised to add a \$250 fee for non-residents to place a tent on the side yard of the Borough property and the updated fees from Commonwealth Code Inspection.
- The Authority continues their deliberation on the sale of the sewer system and are working with DEP regarding the loss of the Old Springs water source.
- The Borough received a \$1 Million ARPA stormwater grant from the County of Lancaster.
- He plans to do a MS4 presentation of the Eshelman Run Streambank Stabilization project at the next meeting.
- Old Strasburg Elementary School – Restart Ministries withdrew their Zoning Application. There are apparently several interested parties in purchasing the building and one attended the January 2, 2023 Planning Commission meeting for a courtesy review for a plan to develop the property into 20-22 apartments.
- HARB reorganized and two board members had to step down because they were no longer licensed in their capacities as building inspector or architect. Licensed individuals are encouraged to submit letters of interest to be considered for appointment by Council at a future meeting.

Police – The Police Department's report for December 2022 was received and accepted.

Public Works – The Public Works report for December 2022 was received and accepted.

Zoning Officer – The Zoning Officer's report for December 2022 was received and accepted.

Engineer – The Engineer's report for December 2022 was received and accepted.

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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 \$225,784.80

Historical Architectural Review Board Certificates of Appropriateness – 125 East Main Street, 37 East Main Street, and 10-14 South Decatur Street

Resolution 2023-1 Fee Schedule

Marnik Holdings/Strasburg Scooters – One year time extension for conditional use and plan until 01-10-2024

Historical Architectural Review Board Certificate of Appropriateness for 229 Miller

Street: Tim and Trina Rineer, owners of 229 Miller Street, were in attendance and stated that they would like permission to replace their windows. Trina Rineer stated that they are willing to compromise in order to receive approval. Their compromise offer is to replace the four first-floor windows with wooden windows (matching their existing windows) and storm windows but replace the remaining six second-floor windows with a replacement window of their choice.

Tom Lainhoff, speaking as a single member of HARB, stated that if Council wants a compromise, it is his recommendation to permit replacement wooden windows on the front of the house and replacement windows of their choice on the side of the house. He also stated that their existing windows are approximately 110 years old and can be repaired and retained and would last longer than replacement windows that have a maximum 35-year guarantee. He added that he contacted the homeowners after the meeting to volunteer to show them how to fix one of their existing wooden windows and make it operable. Tim and Trina Rineer stated that they were agreeable to this compromise.

Ray Garraffa suggested that any windows that are removed to be retained for possible future restoration. David Felpel asked if there is a suitable composite window that meets the historical standards. Tom Lainhoff stated that the standards call for like material replacement.

A motion was made by Dale Spaulding, seconded by Dave Carson and passed unanimously to approve the replacement of the five front windows with replacement wooden windows, the five side windows with replacement windows of the homeowner's choice, and to retain and store the removed windows for possible future restoration.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

PA Local Government Investment Trust (PLGIT) – Possibly consider a motion to use

PLGIT for Borough funds: The Borough Manager researched PLGIT interest rates and, as of today, it was 4.55%, and recommended the Council authorize staff to investigate and possibly move funds to PLGIT.

A motion was made by Ray Garraffa, seconded by Jim Rice and passed unanimously to authorize staff to investigate and move funds as appropriate to Pa Local Government Investment Trust (PLGIT).

Park Fee-In-Lieu-Of – Consider a motion to disperse Deckman property funds to Strasburg Jaycee Park, Strasburg Community Park, and Strasburg Playground

Association: The Borough Manager stated that the Deckman Tract was required to pay a fee-in-lieu of providing parks and open space and paid a \$10,000 fee. The Borough Manager

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stated that the Borough is required to disperse the funds within three years and is recommending the funds be sent now and equally divided between the Strasburg Playground Association, the Strasburg Community Park, and the Strasburg Jaycee Park for them to use for capital projects.

A motion was made by Dale Spaulding, seconded by Ray Garraffa and passed unanimously to disperse the Deckman Tract fee-in-lieu of providing parks and open space funds equally between the Strasburg Playground Association, the Strasburg Community Park, and the Strasburg Jaycee Park for them to use for capital projects.

Dave Esh, on behalf of the Strasburg Playground Association, thanked Borough Council for considering and approving the funds for their organization. He stated that the funds will be used to replace their old backstop.

EXECUTIVE SESSION – Uniform Labor Contract Discussion: At 8:00 p.m., the meeting was adjourned into an Executive Session for a Uniform Labor Contract discussion.

The regular meeting was reconvened at 8:08 p.m.

OTHER BUSINESS:

Uniform Labor Contract – Possible motion to adopt addendum to the Uniform Labor Contract: A motion was made by Ray Garraffa, seconded by Dave Carson and passed unanimously to amend the agreement between the Borough of Strasburg and the Strasburg Borough Police Officer's Association for the years 2022-2025.

CITIZENS' COMMENTS: None.

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

Respectfully submitted,

Steven Echternach
Borough Manager

2023-5
STRASBURG BOROUGH COUNCIL
February 14, 2023
MINUTES

Members Present: Michael Chiodo Ray Garraffa James Rice
David Felpel Dave Carson Dale Spaulding
Robert Bennethum

Others Present: Bruce L. Ryder, Mayor John Mroz
F. Steven Echternach, Borough Manager David Esh
Nick Ferretti, Police Chief Patti Creighton
Sandy Clark Bradley Book
Kelly Osborne Ann Musser

CALL TO ORDER: The meeting was held at the Strasburg Borough Municipal Offices, 145 Precision Avenue, Strasburg, PA, and Council President Mike Chiodo called the meeting to order at 7:00 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 roll call.

REQUESTS TO BE HEARD: None.

MINUTES OF JANUARY 10, 2023: A motion was made by Dale Spaulding, seconded by Ray Garraffa and passed unanimously to approve the minutes of the January 10, 2023 meeting as printed.

REPORTS:

Mayor – Mayor Ryder had nothing additional to report.

President – President Chiodo reported on the following items: 1) A meeting was held with Frank Grumbine from the PA Historic Museum Commission regarding the Historical Architectural Review Board. He stated that he is a very practical professional who recommends local guidelines be created to aid in consistent decisions and is also an easy-to-understand guide for property owners. He added that this is a goal to be completed by the end of the year. Dave Carson stated that additional items discussed included the need to have an updated inventory and using the state and federal standards as reference rather than regulation. Bruce Ryder stated that a word used during the meeting was balance. 2) Jerald Drane thanked Council for approving the healthcare option. 3) Strasburg Playground Association, Strasburg Jaycee Park, and the Strasburg Community Park expressed their appreciation for the disbursement of the Fee-in-Lieu of funds.

Manager – The Borough Manager reviewed his written report for January 2023 highlighting the following items:

- The Authority continues its deliberation on the sale of the sewer system and has paused the formal inquiries to pursue dialogue directly with LASA, who is the public authority that had expressed interest. They continue to work with DEP and their Technical Assistance Unit to look into options to replace the lost water source at the Old Springs.
- The Eshelman Run Streambank Stabilization Grant was closed out and we received \$164,710.58 which allows us to meet the DEP MS4 warrants.

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- We are working on Phase 1 and the engineering is almost complete. The Engineer is working on joint highway occupancy permits to include the Authority's water project. The Borough Manager continues to work with the key stakeholders to obtain buy-in.
- According to the court's public docket, the LGH contempt hearing that was scheduled for February 6, 2023 has been indefinitely continued based upon the parties working on agreement.
- Quarry View Construction has withdrawn their full-price offer for purchasing the old Strasburg Elementary School and has made a significantly lower offer based on their estimated construction costs due to asbestos mitigation and necessity to install fire suppression. He has fielded several inquiries from other prospective developers.
- The ceiling tiles were replaced in the front office and will be replaced in the police department next week.
- Borough Council approved by consensus to allow the Borough Office to continue the summer working schedule of 7 am to 4 pm Monday-Thursday and 7 am to 1 pm on Fridays from Memorial Day to Labor Day.
- The amount of cyber attacks on the Borough's system increased 600% within the last week. The Borough's IT Consultant stated that is consistent with what he is seeing across all his customers. Employees were reminded to maintain diligence with screening and not opening suspicious emails.

Police – The Police Department's report for January 2023 was received and accepted.

Public Works – The Public Works report for January 2023 was received and accepted.

Zoning Officer – The Zoning Officer's report for January 2023 was received and accepted.

Engineer – The Engineer's report for January 2023 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 \$145,028.42

Resolution 2023-2 Fee Schedule

Fire Police Request from Bart Township – Mud Sale, Mar. 4 & Mar. 18

Resolution 2023-3 Borough Records Retention

Resolution 2023-4 Joining PLGIT

Civil Service Appointment – J.R. Johnson, 6-year term

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Resolution 2023-5 to Amend the Existing Articles of Incorporation for the Authority - Consider a motion to adopt Resolution 2023-5 to Amend the Existing Articles of

Incorporation for the Authority: The Borough Manager stated that this allows the Borough to assign the task of working with Stormwater Management to the Strasburg Borough Authority, who is already managing the other utilities. He reviewed the adoption process and stated that the

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Courts recently ruled that nonprofit organizations are exempt from the stormwater fee. The resolution has been reviewed by the Borough Solicitor.

A motion was made by Jim Rice, seconded by Dave Carson, and passed unanimously to adopt Resolution 2023-5 amending the existing Articles of Incorporation for the Authority to give the Authority the power (in addition to its other powers) to undertake all facets of storm water planning, management, and implementation.

HARB Appointments – Consider a motion to appoint Pete Kingsley Jr., certified building inspector, and Eldon Stoltzfus, registered architect, to the Historical Architectural Review

Board: The Borough Manager stated that both applicants submitted an application to be appointed to fill the vacancies. He added that the HARB Ordinance-required positions of Certified Building Inspector, Registered Architect, and Real Estate Broker are not required to reside in the Historic District.

A motion was made by Ray Garraffa, seconded by Bob Bennethum and passed unanimously to appoint Pete Kingsley, certified building inspector, and Eldon Stoltzfus, registered architect, to the Historical Architectural Review Board.

OTHER BUSINESS: Dale Spaulding provided information to each member regarding PA Act 172 which is a volunteer tax credit program and asked them to review the information provided to consider offering the tax credit in the future. He stated that he believed we should only pursue the tax credit if Strasburg Township is also willing to enact the credit as well because our volunteers are from both the Borough and Township and it would be wrong to offer the credit to only some of the members. The Borough Manager will research and provide an update at the next meeting.

CITIZENS' COMMENTS: Dave Esh, a member of the Strasburg Playground Association, stated that Charles (Charlie) Book is 90 years old and has been volunteering with the Playground Association for over 75 years and asked if the Borough could write something to present to Mr. Book. The Borough Manager will investigate obtaining a Senatorial Citation.

ADJOURNMENT: A motion was made by Bob Bennethum, seconded by Jim Rice, and passed unanimously to adjourn the meeting at 7:30 p.m.

Respectfully submitted,

Steven Echternach
Borough Manager

2023-8
STRASBURG BOROUGH COUNCIL
March 14, 2023
MINUTES

Members Present:	Michael Chiodo	Ray Garraffa	James Rice
	David Felpel	Dave Carson	Dale Spaulding
	Robert Bennethum		

Others Present:	Bruce L. Ryder, Mayor	John Mroz
	F. Steven Echternach, Borough Manager	David Esh
	Nick Ferretti, Police Chief	Kelly Osborne
	Bradley Book	Thomas Lainhoff
	Rachel Curry, LNP	Lori Herr
	John Thomas	Josephine Book
	Charles Book	Jeff Primaldi
	Wendy Hamilton	Julie Primaldi
	Kevin Hamilton	Scott Weichler
	Jerilyn Bensley	Carole Reed
	Robert Maller	Edwin Jones
	Chris Lainhoff	Beth Gunnion
	John Hershey	William Zander

CALL TO ORDER: The meeting was held at the Strasburg Borough Municipal Offices, 145 Precision Avenue, Strasburg, PA, and Council President Mike Chiodo called the meeting to order at 7:00 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 roll call.

REQUESTS TO BE HEARD: Mayor Ryder asked Charles Book to stand and read a proclamation honoring him for his commitment to the community by volunteering at the Strasburg Playground Association since 1946 and declared May 24, 2023 to be Charles “Charlie” Book Day in the Borough of Strasburg, which will also be Mr. Book’s 91st birthday. A round of applause was given to honor Mr. Book. Mr. Book thanked the Borough and relayed a story from when he began volunteering. He added that Jim Johnson and Dave Esh also volunteer at the Playground but additional volunteers are always needed.

Tom Lainhoff expressed his concerns regarding the process being used to revise the Historic District Ordinance. He stated that President Chiodo formed an ad-hoc committee to begin revising the Ordinance and his concerns are shared by other HARB members that they are not included in the process. He added that all Borough Council and HARB members were involved seven years ago when the HARB Ordinance was updated. He expressed his concern that, to his knowledge, the meetings were not advertised or posted and no minutes were taken. He asked Borough Council to consider his request to have the meetings be open to the public. He also requested Borough Council members attend a HARB meeting to see the process.

President Chiodo stated that an ad-hoc committee does not have to prepare minutes. He also stated that Frank Grumbine, who works for the PA Historic Museum Commission (PHMC), is an expert in the field and the committee is still working on forming a concrete outline for the update. He stated that the committee will continue to meet and the goal is to establish Strasburg

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Borough Historic District guidelines with PHMC's assistance. He stated that the plan is to apply for a PHMC grant and will probably take a year to complete the Ordinance and guideline update, which will allow for a more practical application of the Ordinance and a streamlined process. It was noted that the ad-hoc committee reports will continue to be provided at monthly Borough Council meetings. President Chiodo reminded the members that the Historic Architectural Review Board is a recommending body and Borough Council makes the final decision.

Mayor Ryder stated that the discussions with Mr. Grumbine from the PHMC have been much more learning how HARB ordinances and the Secretary of the Interior Standards work and what has been done in other places in the state. He added that Strasburg Borough is one of three communities in Lancaster County that has a HARB, we are the smallest community, and the committee is trying to figure out the best way for Borough Council to manage it consistently. He added that he requested to be on the committee to preserve the Historic District. Mayor Ryder stated that the Secretary of the Interior's Standards for Rehabilitation are very complicated, detailed, and rigid.

Beth Gunnion stated that she is a resident of the Historic District and does not want to see changes made to the ordinance because the town is so nice because of the ordinance we have. She added that she does not approve of the restoration of the property on South Decatur Street.

Chris Lainhoff stated that he previously requested a conversation between HARB and Borough Council if Borough Council was not in agreement with the way HARB was interpreting the ordinance. He added that he believed HARB tried to work with applicants to be accommodating as long as it was within the spirit of the ordinance. He noted that his comments included in the December 6, 2022 HARB minutes state he requested additional discussion at a future meeting to consider combining two standards for considering replacement of modern wooden windows. He added that when he was on the Board he was always clear to state that HARB is only a recommending body. He also stated that he felt it would be beneficial for the entire HARB Board and community members to hear PHMC's guidance first-hand.

Bob Bennethum stated that he is also not a member of the Committee but HARB and Council are both represented and the update will take longer if there are too many people involved. He stated that an update has been needed for many years to create a streamlined process.

Bob Maller stated that HARB assisted him in restoring his home and he values the historic integrity of the town.

Dave Felpel stated that the recent South Decatur Street project was a community improvement.

John Hershey stated that he appreciates Borough Council and HARB and reminded the members that the HARB Ordinance was made less restrictive when it was modified in 2016 to no longer regulate paint colors.

MINUTES OF FEBRUARY 14, 2023: A motion was made by Ray Garraffa, seconded by Jim Rice and passed unanimously to approve the minutes of the February 14, 2023 meeting as printed.

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REPORTS:

Mayor – Mayor Ryder had nothing additional to report.

President – President Chiodo had nothing additional to report.

Manager – The Borough Manager reviewed his written report for February 2023 highlighting the following items:

- The staff has almost completed the application package for the historic marker to honor Judge Herbert Millen, who was raised in Strasburg and was the first black judge on the Pennsylvania bench. However, it was just learned that the PA Museum Commission has placed an indefinite stay on new applications because of supply chain and sign manufacturing issues. The staff will complete the application package and submit it for pre-approval. He is seeking suggestions for where the marker should be placed to obtain the best visibility.
- \$310.00 of unused office equipment was sold on Municibid this past month.
- The Authority continues its deliberation on the potential sale of the sewer system and continues to work with DEP and the SRBC on water capacity issues due to the loss of the Old Springs water source.
- We are still waiting receipt of the Lancaster County grant.
- No new update on the stormwater project or LGH.
- He read on the Lampeter-Strasburg School District website that that Benchmark Real Estate LLC has entered into an agreement with the School District for the sale of the old Strasburg Elementary School.
- He requested Borough Council's direction on how to proceed with the chicken zoning issue. It was the consensus, after looking at the legal advice provided by the Solicitor, that chickens are considered an agricultural use unless the owner declares the chickens to be pets, but if the owner declares the chickens to be pets they cannot be used for an agricultural use such as selling the eggs or eating the chickens.
- He commended the Public Works Department for completing the crack sealing on all Borough roads.

Police – The Police Department's report for February 2023 was received and accepted.

Public Works – The Public Works report for February 2023 was received and accepted.

Zoning Officer – The Zoning Officer's report for February 2023 was received and accepted.

Engineer – The Engineer's report for February 2023 was received and accepted.

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

Payment of bills in the amount of \$209,192.80

Historical Architectural Review Board Certificates of Appropriateness – 4 S. Decatur St.,
211 Miller St., 148 E. Main St

Acceptance of Historical Architectural Review Board Annual Report

Fire Police Request from Robert Fulton – Mud Sale April 1, 2023

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Ridgewall, LLC/1533 Village Road Bond Reduction – Consider a motion to reduce Ridgewall, LLC/1533 Village Road stormwater management bond:

A motion was made by Jim Rice, seconded by Ray Garraffa and passed unanimously to approve a reduction in the amount of \$98,157.40 with regard to the Performance and Maintenance Bond (the “Bond”) posted by Ridgewall, LLC, as the Principal in connection with the Agreement dated June 6, 2022, between Ridgewall, LLC, and the Borough concerning the installation of stormwater improvements within and adjacent to the Borough. The balance of the Bond remaining after this reduction shall be \$41,151.00. This approval is conditioned upon Ridgewall, LLC, providing the Borough with a Decrease Penalty Rider or similar document acceptable to the Borough Solicitor stating that the continuity of the Bond, subject only to the change in the amount of the Bond penalty, shall not be impaired by the reduction or decrease. This authorization to reduce the amount of the Bond shall not be construed as final acceptance of the work.

Act 172, Volunteers of Fire Companies and Nonprofit EMS Agency Tax Credit –

Discussion only: The Borough Manager stated that a municipality can enact either a real estate tax credit or an earned income tax credit. He stated that, after reviewing the fire company membership roster, there are a number of younger members that do not own real estate and would only benefit if we proceed with the earned income tax credit. He also stated that he discussed this with the Strasburg Township Manager and he stated they are possibly interested in considering the tax credit ordinance. The Borough Manager stated that the process is that the fire department provides an annual list of eligible volunteer active members and the active member is then obligated to apply for the tax credit. He stated that since the ordinance has not yet been enacted, 2024 is the earliest the tax credit could be effective. The Borough Manager will check with the Lancaster County Tax Collection Bureau to see how it is administered on their side. Scott Weichler stated that they already track and report member active status and will provide Strasburg Fire Company’s bylaw definition of active member to the Borough Manager.

OTHER BUSINESS: None.

CITIZENS’ COMMENTS: None.

ADJOURNMENT: A motion was made by Jim Rice, seconded by Bob Bennethum, and passed unanimously to adjourn the meeting at 8:15 p.m.

Respectfully submitted,

Steven Echternach
Borough Manager

2023-12
STRASBURG BOROUGH COUNCIL
April 11, 2023
MINUTES

Members Present: Michael Chiodo Ray Garraffa James Rice
David Felpel Dale Spaulding Robert Bennethum

Others Present: Bruce L. Ryder, Mayor John Mroz
F. Steven Echternach, Borough Manager David Esh
Nick Ferretti, Police Chief Bradley Book
Samantha Claar, RKL LLP Dillon Sickler
Rachel Curry, LNP

CALL TO ORDER: The meeting was held at the Strasburg Borough Municipal Offices, 145 Precision Avenue, Strasburg, PA, and Council President Mike Chiodo called the meeting to order at 7:00 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 roll call.

REQUESTS TO BE HEARD: None.

RKL AUDIT PRESENTATION – Samantha Claar: Samantha Claar, an auditor with RKL LLP, was in attendance and reviewed the Borough’s 2022 audit results and financial statements. She stated that the auditor’s report is a clean opinion and the financial statements are presented fairly in all material respects. She thanked the Borough for allowing RKL to do the audit and thanked the Borough Manager and Administrative Assistant for providing the information to them in a timely fashion and stated that the Borough’s audits go smoothly.

MINUTES OF MARCH 14, 2023: A motion was made by Jim Rice, seconded by Ray Garraffa and passed unanimously to approve the minutes of the March 14, 2023 meeting as printed.

REPORTS:

Mayor – Mayor Ryder had nothing additional to report.

President – President Chiodo stated that there was a nice article in the Advertiser about Charlie Book.

Manager – The Borough Manager reviewed his written report for March 2023 highlighting the following items:

- The next LCBA meeting will be held on April 26, 2023 in Ephrata.
- It was the consensus of the members to approve the ordering of the plaques, with the wording suggested by the Tree Committee, for the memorial trees on the Borough property for Councilmembers and employees who were active at the time of their passing: Mike Sollenberger, Don Bachman, Harold Wiker, and Diana Hallman.
- Approved by consensus for the Borough Manager to look into having the Bradford Pear trees removed from the planting pockets at the Square, as recommended by the Tree Committee.
- Commended Dale Kaufman for doing a great job with maintaining the planting pockets in the Square.

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- An article will appear in the next Strasburg Heritage Society's magazine about Judge Herbert Millen. It is the Borough Manager's opinion that Judge Millen may be the most famous person to come out of Strasburg Borough. It was Borough Council's recommendation to pursue placing his historic marker at the Square.
- The Planning Commission may meet in May for a pre-application review for the old Strasburg Elementary School.
- The Lancaster County grant check was received.
- He attended the April 4th HARB meeting and explained the background behind the formation of the ad-hoc committee and the possible ordinance update.
- He received a current fire company roster and a sample ordinance for the possible Act 172 tax credit. He will continue to research all options.
- He will provide a Codes Enforcement report from Solanco Engineering with his monthly report.
- He will meet with Standard & Poor to provide information to update our bond rating.

Police – The Police Department's report for March 2023 was received and accepted.

Public Works – The Public Works report for March 2023 was received and accepted.

Zoning Officer – The Zoning Officer's report for March 2023 was received and accepted.

Engineer – The Engineer's report for March 2023 was received and accepted.

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

Payment of bills in the amount of \$140,294.44

Strasburg Township Fire Police Requests – Clinic for Special Children 5k 09/16/2023
and RunPA Half Marathan 09/30/2023

Accept and file for audit the Treasurer's Report

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Audit – Consider a motion to accept the audit from RKL and advertise as required by law:

A motion was made by Dale Spaulding, seconded by Bob Bennethum, and passed unanimously to accept the audit from RKL and advertise as required by law.

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 7:30 p.m.

Respectfully submitted,

Steven Echnernach
Borough Manager

2023-14
STRASBURG BOROUGH COUNCIL
May 9, 2023
MINUTES

Members Present: Michael Chiodo Ray Garraffa James Rice
David Felpel Dale Spaulding Robert Bennethum

Others Present: F. Steven Echternach, Borough Manager David Esh
Nick Ferretti, Police Chief Bradley Book
Kelly Osborne Joe Duda (via Zoom)
John Mroz

CALL TO ORDER: The meeting was held at the Strasburg Borough Municipal Offices, 145 Precision Avenue, Strasburg, PA, and Council President Mike Chiodo called the meeting to order at 7:00 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 roll call. President Chiodo stated that he is also temporarily acting as Mayor due to Bruce Ryder being unavailable and out of town.

REQUESTS TO BE HEARD:

JOE DUDA – DUDA ACTUARIAL SERVICES: Joe Duda, the Borough’s Pension Fund Actuary, was in attendance via Zoom to review the draft results of the 1/1/2023 valuations and the Asset Smoothing Study. He reminded the members that the Act 205 Valuations are calculated every two years. He recommends the Borough consider 1) the asset smoothing because of the market losses from 2022, and 2) lowering the interest rate. He stated that a decision is needed by July or August. The Borough Manager stated that the Pension Committee will review the reports and provide a recommendation to Borough Council at a future meeting. President Chiodo thanked Joe Duda for providing the information and added that he has served us well.

MINUTES OF APRIL 11, 2023: A motion was made by Ray Garraffa and seconded by Jim Rice to approve the minutes of the April 11, 2023 meeting as printed. Motion carried with members Garraffa, Rice, Felpel, Spaulding and Bennethum casting assenting votes. Member Chiodo abstained from voting because he is currently also acting as Mayor due to Bruce Ryder being unavailable and out of town.

REPORTS:

Mayor – No report.

President – President Chiodo stated that the HARB Ordinance ad-hoc committee did not meet in April.

Manager – The Borough Manager reviewed his written report for April highlighting the following items:

- The Borough’s S&P Global rating, which is required due to the bonds, was updated and the Borough’s rate increased from an A+ to an AA-. President Chiodo stated this is great news and the Borough is fiscally-sound.
- 93.5% of the Strasburg Borough and Lancaster County real estate taxes were paid at discount.

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- An excellent article on Judge Millen's history will appear in an upcoming Heritage Society Newsletter.
- He believes there will be two Zoning Hearings at their June 19, 2023 meeting – 1) office and storage use at 27 Miller Street and 2) Benchmark for minimum unit size for the old Strasburg Elementary School.
- Benchmark attended the May 1, 2023 Planning Commission meeting for a courtesy review for their project at the old Strasburg Elementary School and the Planning Commission members are in support of the project at this point. They will also need a Conditional Use Hearing which is estimated to be held at the July 11, 2023 Borough Council meeting.
- Authority updates: 1) they decided that it is not in the best interest to sell the sewer system at this time, 2) they are working on asset management plans, 3) they are preparing to begin on stormwater, 4) the DEP Technical Assistance Unit awarded a \$67,000 budget to assist in locating a new water source to replace the Old Springs, 5) the finished water tank refinishing project continues, 6) the water infrastructure upgrade project was put out for bid.
- The Commissioners will be here for a public presentation on Friday, May 12, 2023 at 3:00 p.m. for the ceremonial grant presentation. Funds have been moved to PLGIT and, as of today, the interest is 5.08%.
- He attended the May 2, 2023 HARB meeting. He recommends Borough Council approve administratively permitting HVAC and mini-splits that are on the side or rear of the property and not mounted to the building noting that if there are any questions it will be reviewed at a HARB meeting. The CLG Design Guideline grant application will be submitted this week.
- The carport at 246 Julia Avenue was approved by the Commonwealth Court and the property owner was notified that he needs to obtain a building permit.
- He is still working with the key stakeholders in Phase 1 for the stormwater project.

Police – The Police Department's report for April 2023 was received and accepted.

Public Works – The Public Works report for April 2023 was received and accepted.

Zoning Officer – The Zoning Officer's report for April 2023 was received and accepted.

Engineer – The Engineer's report for April 2023 was received and accepted.

CONSENT AGENDA: A motion was made by Jim Rice and seconded by Bob Bennethum to approve the following items on the Consent Agenda, with the motion passing with members Garraffa, Rice, Felpel, Spaulding and Bennethum casting assenting votes. Member Chiodo abstained from voting because he is currently also acting as Mayor due to Bruce Ryder being unavailable and out of town:

Payment of bills in the amount of \$209,192.80

Historical Architectural Review Board Certificate of Appropriateness – 113 W Main St
Acceptance of Planning Commission Annual Report

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Eshelman Run Streambank Stabilization MS4 Project Presentation – Required annual public training – No action: The Borough Manager stated that an annual MS4 public presentation and report to Borough Council is required. He stated that a Lancaster Clean Water Foundation grant was received for the Eshelman Run Streambank Stabilization project which reduces stream pollutants. The Borough Manager reviewed a powerpoint presentation of the project, which included photographs and details. He stated that this was a significant improvement that reduced erosion. He added that additional streambank stabilization is needed further east from the project area to the back of the Clover Avenue apartments. The Borough Manager also stated that one mower width is being mowed in our right-of-way along the curb on Historic Drive which forces the farmer to not plow up to the curb which prevents water from running right off the plowed field into our stormwater system.

Seasonal and Military Memorial Pole Banners – Presentation by Manager. Discussion only: The Borough Manager stated that the staff has been discussing the possibility of replacing the 16 existing 275th Anniversary banners with 16 seasonal banners this year through the Civic Celebration Fund. He is proposing a future project to have up to 40 banners, 8 each on West Main, East Main, North Decatur, South Decatur, and Miller Street. The proposal would be to sell the memorial banners on a first-come, first-served basis that would be hung for two seasons and then given to the original purchaser. The memorial banners would be changed annually to seasonal banners after Veteran's Day and then back to the memorial banners after the beginning of the year by the Public Works Department. It was the consensus of the members to proceed with the project.

OTHER BUSINESS: None.

CITIZENS' COMMENTS: David Esh, on behalf of the Strasburg Playground Association, thanked the Council for their continued support and the donation. He also thanked Borough Council for their work on behalf of the Borough. He also noted that next week is National Police week and thanked the Police Department for their service.

ADJOURNMENT: A motion was made by Dale Spaulding and seconded by Jim Rice to adjourn the meeting at 8:05 p.m. Motion carried with members Garraffa, Rice, Felpel, Spaulding and Bennethum casting assenting votes. Member Chiodo abstained from voting because he is currently also acting as Mayor due to Bruce Ryder being unavailable and out of town.

Respectfully submitted,

Steven Echternach
Borough Manager

2023-17
STRASBURG BOROUGH COUNCIL
June 13, 2023
MINUTES

Members Present: Michael Chiodo Ray Garraffa James Rice
Dale Spaulding Dave Carson

Others Present: Bruce Ryder, Mayor Ryan Dagen
Nick Ferretti, Police Chief Bradley Book
John Mroz David Esh
Scott Weichler Diane Krout
Dean Krout

CALL TO ORDER: The meeting was held at the Strasburg Borough Municipal Offices, 145 Precision Avenue, Strasburg, PA, and Council President Mike Chiodo called the meeting to order at 7:00 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 Police Chief took roll call.

REQUESTS TO BE HEARD:

DEAN AND DIANE KROUT – SPECKLED HEN PARKING PROBLEM: Diane Krout was in attendance and stated that she has concerns about Speckled Hen’s parking. One item she discussed is the curb that is painted yellow across the street. Ryan Dagen suggested that painting parking lines like those near the Square could provide for more efficient street parking. President Chiodo stated that the Safety Committee (Mayor, Police Chief, and Borough Manager) will review the matter and provide a recommendation no later than the August Council meeting.

MINUTES OF MAY 9, 2023: A motion was made by Jim Rice and seconded by Ray Garraffa to approve the minutes of the May 9, 2023 meeting as printed. Motion carried with members Chiodo, Garraffa, Rice, and Spaulding casting assenting votes. Member Carson abstained from voting because he was not in attendance for the meeting.

REPORTS:

Mayor – Mayor Ryder had nothing additional to report other than to thank Mike Chiodo for covering the Mayor duties while he was away.

President – President Chiodo stated that the staff applied for the HARB grant.

Manager – The Borough Manager’s written report was received and accepted. Nick Ferretti asked if there were any comments regarding the oil and chip on the front driveway. Mike Chiodo stated he was happy with the project and Bruce Ryder stated that it is a good application but noted that the road surface does need to be repaired to be flat before it is oil and chipped because it does not repair the depressions. The following items were contained in the report:

- The Zoning Hearing Board will meet on June 19, 2023 for two hearings: 1) Strasburg Elementary for the size of the apartments and, 2) 27 Miller Street non-conforming use.
- The Planning Commission will meet in July for Benchmark Real Estate’s Conditional Use Application.

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- Four items were sold on Municibid in May 2023: decommissioned fire hydrant, easel tablets and poster board, projection screen, and miscellaneous shelves for a total of \$101.00.
- The Authority is working on their asset management plans and preparing to begin on stormwater. They continue to work with DEP Technical Assistance Unit and were informed that DEP created a \$67,000 budget to assist us in locating a new water source to replace the Old Springs. The finished water tank refinishing project is complete, there are some final punchlist items to be finished, and it was a good project. A bid package is out for the first phase of Phase 1 of the water/stormwater project and a pre-bid meeting was held on May 25, 2023, with bids being due late June for the Authority to review prior to their July 20, 2023 meeting.
- The CLG Grant to the PA Historic Museum Commission was submitted. Staff also met with the Director of the Lancaster Historic Preservation Trust to work out the logistics for the inventory update and discussed design guidelines.

Police – The Police Department’s report for May 2023 was received and accepted.

Public Works – The Public Works report for May 2023 was received and accepted.

Zoning Officer – The Zoning Officer’s report for May 2023 was received and accepted.

Engineer – The Engineer’s report for May 2023 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 \$247,014.16

Strasburg Township Fire Police Request – Refton Mud Sale 06/24/2023

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Consider taking a position on the June 19, 2023 Zoning Hearing Applications: A motion was made by Ray Garraffa, seconded by Jim Rice and passed unanimously to take a position to support Benchmark Real Estate’s Zoning Request regarding the size of conversion apartments.

A motion was made by Jim Rice, seconded by Ray Garraffa and passed unanimously to take a position to support Radicle Rentals LLC’s Zoning Request regarding office and storage space.

Mike Chiodo will attend the Zoning Hearings on June 19, 2023 and will present a letter of support.

Consider action on Deckman Property (AKA the Grove at Strasburg Village) Reduction Request #1 – Subdivision Bond 2327251: A motion was made by Dale Spaulding, seconded by Dave Carson and passed unanimously to approve the Bond Reduction Request #1 in the amount of \$41,333.27 from Bond 2327251 as recommended by the Borough Engineer, leaving a balance of \$36,934.37.

Consider action on Baker/93 Lancaster Avenue Escrow Release in the amount of \$1,500: A motion was made by Ray Garraffa, seconded by Jim Rice and passed unanimously to approve the release of the remaining \$1,500 in Escrow, as recommended by the Borough Engineer.

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OTHER BUSINESS:

CITIZENS' COMMENTS: Dean Krout stated that in his experience you need to scratch the road surface before you oil and chip.

Dale Spaulding stated that the project at 10-14 South Decatur Street looks really good. He also asked to make sure that the Borough Manager is still working on the Act 172 relief for Volunteer Firemen.

ADJOURNMENT: A motion was made by Dale Spaulding, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 7:20 p.m.

Respectfully submitted,

Nick Ferretti
Police Chief

2023-20
STRASBURG BOROUGH COUNCIL
July 11, 2023
MINUTES

Members Present: Michael Chiodo Ray Garraffa James Rice
Dale Spaulding Dave Carson Robert Bennethum
David Felpel

Others Present: Bruce Ryder, Mayor David Esh
F. Steven Echternach, Borough Manager Glenn Nolt
Nick Ferretti, Police Chief Keith Kauffman
Christy Della Rova, Stenographer Stacy Morgan Brubaker
Scott Weichler John Johnson
Karen Johnson Bryce Johnson
Carole Reed Jerilyn Bensley
Kelly Osborne Bradley Book
Joan Miller Mike Callahan
Josh Kreider Maureen Wagner
Joshua Stauffer

CALL TO ORDER: The meeting was held at the Strasburg Borough Municipal Offices, 145 Precision Avenue, Strasburg, PA, and Council President Mike Chiodo called the meeting to order at 7:00 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 roll call.

REQUESTS TO BE HEARD:

BENCHMARK REAL ESTATE LLC/STRASBURG ELEMENTARY CONDITIONAL USE HEARING – Consider a motion to approve Benchmark Real Estate LLC/Strasburg Elementary’s Conditional Use Application for 114 Franklin Street for converting the

school building to apartments: President Chiodo opened the Conditional Use Hearing for Benchmark Real Estate LLC, for the apartment conversion at 114 Franklin Street, Strasburg, Case Number 2023-01. The Borough Manager was sworn in by the Court Reporter and entered the Exhibits on behalf of the Borough including: 1) Planning Commission minutes from July 3, 2023 that were reviewed by the members, 2) Legal Proof of Publication for the advertising of hearing, and 3) Exhibit declaring the property was posted on South Jackson, Fulton, and Franklin Streets on June 30, 2023, and stated that the notice was posted at the Borough Office. The Borough Manager stated that anyone who desires to become a party to the hearing must complete the paperwork to become a party participant and reviewed the process for conducting the hearing. He added that attendees may also present comment but they need to become a party to the hearing if they wish to have legal standing, to cross examine witnesses, and to appeal. The Borough Manager stated that Borough Council, Borough employees, and the applicant are already parties to the hearing. No additional people requested to become a party to the hearing.

Stacy Morgan Brubaker, Mike Callahan, and Keith Kauffman were in attendance representing Benchmark Real Estate LLC. Keith Kauffman was sworn in by the Court Reporter. Stacy Morgan Brubaker, the applicant’s legal counsel, stated that the applicant is seeking Conditional Use Approval for an apartment conversion application for the old Strasburg Elementary School at 114 Franklin Street that is zoned R-1. She stated that apartment conversions are permitted by conditional use in the R-1 Zoning District. Ms. Brubaker entered exhibits and stated that the

entire parcel will be used for the apartment building. Attorney Brubaker cross examined Keith Kauffman regarding the details of the submitted application, stating that the plan is to convert the existing 28,836 square foot building into 26 dwelling units. Mr. Kauffman stated that five units have a habitable floor area of less than 750 square feet due to the existing building constraints and they sought and received a variance from the Strasburg Borough Zoning Hearing Board. Additional testimony included a letter from the Strasburg Borough Authority stating there was public water and public sewer available, the property is not within the Strasburg Borough Historic District, no outdoor living space will be added, all floors will have direct access to ground level, at least two parking spaces will be provided for each unit, and no fire escapes are required. Ms. Brubaker stated that there is a PA Supreme Court case addressing the definition of land development and since they are taking an existing building and making internal modifications (not adding utilities or streets), it does not require Land Development under the MPC. This plan was reviewed by the Strasburg Borough Planning Commission on July 3, 2023 and they recommended approval of the plan. At that meeting, a connecting driveway proposal was discussed which involves removing the access-blocking posts and trading existing impervious area from the parking lot to create an access driveway for circulation and emergency access. Mr. Kauffman stated that the proposal to remove approximately eight existing parking spaces and add the connecting driveway would result in the addition of less than 1,000 square feet of additional impervious surface. He added that the removal of those parking spaces still leaves 64 parking spaces, and only 52 parking spaces are required. Mr. Kauffman also testified that it was their understanding that the yellow marking on the curb along Franklin Street was from when it was a designated school bus loading zone and the applicant agreed to remove the yellow designation and can use that area as street parking. They do not expect to disturb the existing stormwater facilities and rain garden. Mr. Kauffman stated that it is his professional opinion that the use is consistent with the purpose and intent of the Zoning Ordinance, the proposed use will not detract from the enjoyment and use of the adjoining and nearby properties, will not affect or change the character of the surrounding neighborhood, there are adequate public facilities to serve the use, and the proposed use does not substantially impair the integrity of the Borough's Comprehensive Plan.

Council member David Felpel stated that he saw in the July 3, 2023 Planning Commission minutes that the applicant talked to the Strasburg Playground Association about allowing access through their property and the Playground Association was not interested in allowing the connection. Mr. Kauffman stated that the applicant's ongoing discussions with the Strasburg Playground Association have not been fruitful.

Dave Esh, the Vice President of the Strasburg Playground Association, was sworn in and stated that at this time, they are not interested in sharing their driveway. He also stated that there is an existing four-foot-high fence on the playground property that has four openings for people to walk through and they are considering closing off the fence openings if the proposal is approved. The reasons they would close the openings is to reduce children running in and out and to deter baseball players from parking in Benchmark's parking lot. He also stated that Benchmark Real Estate LLC offered to give the playground equipment to them but they were not interested in the donated equipment because of the age of the equipment and liability.

Council member Bob Bennethum asked if the playground area and basketball nets would remain. Mr. Kauffman stated that that is under consideration but they are a liability, the driveway would compromise a good portion of the existing playground area, and the developer suggested donating the equipment to another party in town.

Borough Manager Steve Echternach stated that 1) Police, Fire, and EMS have reviewed the plan and recommend approval with the addition of the connecting driveway, noting that a connection is necessary to allow access for the Fire Department; 2) the Borough Engineer has agreed that the removal of the parking spaces to use the lot coverage for the connecting driveway does not trigger Land Development; 3) the Planning Commission unanimously recommended approval; 4) the Borough Engineer recommended approval with conditions (ELA Inc. letter entered as an exhibit); 5) the Borough Engineer stated that the proposal does not trigger land development because there is no outside improvements, with the exception of the quid-pro-quo land swap of the pervious land for the connecting driveway, but stated that the plans should document all the minor changes, such as parking connections, signage, pavement markings, and pavement removal; 6) the Zoning Hearing Board approved the variance for the size of the units; and 7) Strasburg Borough Authority submitted a letter stating there is sufficient public water and sewer for the use and fire suppression.

Bradley Book was sworn in and asked about the developer's plans for asbestos removal. Mr. Kauffman stated that a study was completed and the flooring does contain asbestos material and the plan is to abate portions where the floors are being cut to open for new drainpipes, etc, and to encapsulate the majority under new flooring. Mr. Kauffman stated that the work will be done utilizing a qualified abatement firm.

Mike Callahan, with Benchmark Real Estate LLC, was sworn in and stated that they have not selected a qualified abatement firm yet but they have received bids from three firms. Mr. Callahan stated that his company is an OSHA Certified Contractor and they meet the health and safety requirements.

Carole Reed, was sworn in and asked where the handicapped parking was proposed for the ADA apartments? Mr. Kauffman stated that the handicapped parking spaces are shown on the plan but they are reviewing the plans to find a closer location to the ADA-accessible entry door. He also stated that they are reviewing the plans to determine if the parking lots, once connected, will be one-way or two-way. Carole Reed also stated that there is a section of property without a fence that borders the Strasburg Playground Association where kids will be playing.

Council member Bob Bennethum also asked if the connection to South Jackson Street would be necessary if they could connect through the Playground Association, noting that he would prefer that to reduce through traffic. Mr. Kauffman stated that the developer would be agreeable to continue discussions with the Strasburg Playground Association but an alternative plan needed to be developed in order to proceed with deadlines for closing.

The Borough Manager stated that the applicant's counsel has agreed to prepare a decision that will be reviewed by the Borough Manager and Borough's Solicitor. The decision will include that it is necessary to install the connecting driveway, agree that land development is not necessary, and it is subject to the standard conditions that are normally part of the Conditional Use. The Borough Manager noted that Borough Council has 45 days to render a decision and the draft decision will be reviewed by Borough Council at their August 8, 2023 meeting.

Hearing no further comments from the public or Borough Council members, Council President Chiodo closed testimony and the hearing.

2023-23

23 West Main Street: Josh Kreider, representing North Pointe Property Management, asked that the HARB Certificate of Appropriateness for 23 West Main Street be removed from the Consent Agenda and acted on separately.

MINUTES OF JUNE 13, 2023: A motion was made by Ray Garraffa and seconded by Jim Rice to approve the minutes of the June 13, 2023 meeting as printed. Motion carried with members Chiodo, Garraffa, Rice, Spaulding, Carson, and Felpel casting assenting votes. Member Bennethum abstained from voting because he was not in attendance for the meeting.

REPORTS:

Mayor – Mayor Ryder had nothing to report.

President – President Chiodo had nothing to report.

Manager – The Borough Manager’s written report was received and accepted and reported on the following items:

- The Authority will be reviewing bids received for the replacement of the East Main and South Decatur Street water mains, which is the oldest water main in the Borough. The finished water tank refinishing project is complete.
- The Borough was awarded a \$20,000 PA Historical Museum Commission Design Guidelines grant.
- He anticipates having an Act 172 draft proposal at the August meeting.
- The mid-year financial overview and Treasurer’s Report will be provided at the August meeting.
- A Safety Committee meeting is scheduled to provide parking recommendations.
- He provided a correction to the news reporter regarding last month’s meeting - the person who spoke during Requests to be Heard is a property owner, not a resident.
- On June 19, 2023, the Zoning Hearing Board approved the variance for Benchmark Real Estate LLC for conversion apartments and the non-conforming use at 27 Miller Street. David Felpel asked about the impact of the Speckled Hen extension denial and the Borough Manager stated that he worked with the Solicitor and Zoning Officer and it was determined that Speckled Hen needs to apply for a permit for the work which allows them 12-24 months to complete the project. He also explained some history with working with Charter Homes to get them to complete their stormwater basin.

Police – The Police Department’s report for June 2023 was received and accepted.

Public Works – The Public Works report for June 2023 was received and accepted.

Zoning Officer – The Zoning Officer’s report for June 2023 was received and accepted.

Engineer – The Engineer’s report for June 2023 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 \$129,647.45

Historical Architectural Review Board Certificates of Appropriateness – 13 South

Decatur Street for a sign and 119 West Main Street for a rear two-story addition

Resolution 2023-6 Fire Company No. 1 Support Activities

Quarryville Borough Fire Police – Solanco Fair Parade 9/20/23, rain date of 9/21/23

2023-24

Historical Architectural Review Board Certificate of Appropriateness – 23 West Main Street to replace windows and front door:

Josh Kreider, representing North Pointe Property Management stated that this is a lead abatement project because two children at the residence have been testing high for lead in their blood. He stated the management company has tried to remediate the lead a few times but the children still pick at the paint throughout the home and the property management company is now working with Lead Free Families for lead abatement. Mr. Kreider stated that he checked with the wooden window suppliers and the order time is 12-16 weeks and vinyl window suppliers are 5 weeks. They are trying to get the issue resolved quickly to remove the lead hazards from the children's home and are asking for an exemption to allow the vinyl replacement windows. He stated that he also asked for approval to replace the wooden door with a metal door and are now willing to install a wooden door. The Borough Manager stated that the Penn Medicine lead abatement company reached out to him and the staff on March 9, 2023 and noted that they have been advised of the process and the time delay was caused by Penn Medicine and/or the applicant. It was also stated that they can begin the other abatement work inside the house while the wooden windows are being produced. The Borough Manager also stated that the staff checked with Lancaster City and they also recommend wooden windows in similar requests.

A motion was made by Ray Garraffa, seconded by Bob Bennethum and passed unanimously to approve the Historical Architectural Review Board Certificate of Appropriateness to deny the application of Unique Rental Properties (Alvin King), owner of 23 West Main Street, Strasburg, to replace the wooden windows and front door with vinyl windows and a steel door, with HARB noting in their recommendation that they would support wooden replacement windows matching the same light configuration and a wooden door.

It was stated that the applicant can apply for an in-kind HARB permit to replace the existing wooden windows with the same light configuration and a wooden front door.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Watershed Stormwater Management Plan - Consider a motion to support the Watershed Stormwater Management Plan Update: A motion was made by Dale Spaulding, seconded by Dave Carson, and passed unanimously to support the Watershed Management Plan Update.

OTHER BUSINESS: Dale Spaulding submitted a letter of resignation to be considered at the next meeting. He stated that he has lived in Strasburg Borough for 50 years, raised his family, was the Principal at Lampeter-Strasburg School District for 24 years, and has been retired for 26 years. He is a firm believer in serving – he served as an officer in the Marine Corps and he served his community. He relayed memories of serving on Borough Council, his connection to residents who were previous students at Lampeter-Strasburg, and thanked everyone for the opportunity for him to serve. A round of applause was given to Dale Spaulding and Mike Chiodo thanked him for his service and friendship.

CITIZENS' COMMENTS: Scott Weichler, representing Strasburg Fire Company, was in attendance and stated that they will be taking delivery of 2023 Pierce Enforcer PUC Rescue Pumper in November 2023 which will replace their 1994 E-One Rescue Pumper. They plan to pay for the truck with a loan from their Trust Account, a PEMA Loan, and are requesting

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\$147,035 from the Borough's Fire Equipment Reserve Fund 73. He added that they may come back to request additional funds for tool mounting on the new apparatus.

ADJOURNMENT: A motion was made by Dale Spaulding, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 8:25 p.m.

Respectfully submitted,

Steven Echternach
Borough Manager

2023-26
STRASBURG BOROUGH COUNCIL
August 8, 2023
MINUTES

Members Present: Michael Chiodo Ray Garraffa James Rice
Dave Carson Robert Bennethum (via Zoom)

Others Present: Bruce Ryder, Mayor Scott Weichler
Nick Ferretti, Police Chief Mike Callahan
F. Steven Echternach, Borough Manager John Johnson
Karen Johnson Maureen Wagner
Murl Clark Sandra Clark

CALL TO ORDER: The meeting was held at the Strasburg Borough Municipal Offices, 145 Precision Avenue, Strasburg, PA, and Council President Mike Chiodo called the meeting to order at 7:00 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 roll call.

REQUESTS TO BE HEARD: None.

MINUTES OF JULY 11, 2023: A motion was made by Jim Rice, seconded by Ray Garraffa and passed unanimously to approve the minutes of the July 11, 2023 meeting as printed.

REPORTS:

Mayor – Mayor Ryder congratulated the Police Department on a very successful first National Night Out event, adding that there were a lot of activities and the weather was great.

President – President Chiodo had nothing to report.

Manager – The Borough Manager’s written report was received and accepted and reported on the following items:

- On July 20, 2023, the Authority let the contract for the waterline replacement on East Main and South Decatur Streets to Pact One LLC, the low bidder, for \$1,292,000. We are still waiting on confirmation from the Department of State regarding the stormwater assignment to the Authority.
- We were awarded a PA Historical Museum Commission \$20,000 design guidelines grant and are waiting for the Commonwealth’s final legal review. After the legal review, they will assist us in creating a request for proposals and provide us with a list of appropriate vendors in our region to assist with the creation of guidelines.
- He discussed Act 172 with the Solicitor and he needs guidance of if we want to pursue the earned income tax credit or the real estate tax credit. The Borough Manager believes the earned income credit may be more beneficial because a lot of the younger members are not property owners. It was the consensus of the members to have the Solicitor proceed with the earned income credit and to research what amount other municipalities are using.
- A property maintenance inspection was completed with a representative from Solanco Engineering and it was determined that the accessory building was not in imminent danger of collapse. He believes this is an ongoing neighbor dispute.
- The memorial tree plaques have been installed on the trees out front of the office. They honor members who passed away during their time of service – Diana Hallman,

Don Bachman, Mike Sollenberger, and Harold Wiker. An additional plaque was placed on the Gettysburg Witness Tree that was donated to the Borough by Shull's Tree Service.

- He also thanked the Police Department for a job well done on National Night Out. He particularly thanked support staff members Kayla Garver and Kimberly Rubincam for going above and beyond to make the event a success.
- The Heritage Society inquired about placing QR Codes on some of the houses with historic plaques to provide additional information. The QR Codes would only be placed with the approval of the property owners. He stated that this would be a modern version of their historic street tour guide. The Zoning Officer did not have any issue with the project as long as it is done tastefully and tactfully.

Police – The Police Department's report for July 2023 was received and accepted.

Public Works – The Public Works report for July 2023 was received and accepted.

Zoning Officer – The Zoning Officer's report for July 2023 was received and accepted.

Engineer – The Engineer's report for July 2023 was received and accepted.

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 \$97,257.74

Adoption of 2024 Budget Calendar

UNFINISHED BUSINESS:

BENCHMARK REAL ESTATE LLC/STRASBURG ELEMENTARY CONDITIONAL USE HEARING – Consider a motion to issue a decision regarding Benchmark Real Estate LLC/Strasburg Elementary's Conditional Use Application for 114 Franklin Street for

converting the school building to apartments: A motion was made by Ray Garraffa, seconded by Dave Carson, and passed unanimously to issue the conditional use decision as prepared by the Borough Solicitor, Bill Crosswell, approving Benchmark Real Estate LLC/Strasburg Elementary's conditional use application to convert the school building to apartments at 114 Franklin Street. The decision was immediately signed by all members present and the Borough Manager served the signed decision to the applicant.

Report from Safety Committee – At the direction of council, the safety committee will provide recommendations on parking concerns. Consider adoption of committee

recommendations: The Safety Committee recommends the following:

- At the intersection of East Main Street and Shenk Avenue – remove the street parking in front of 24 East Main Street, and increase that the parking on Shenk Avenue by one spot on each side at the north end (a net gain of one parking spot).
- On East Main Street in the area of Speckled Hen – delineate parking spaces from 152 East Main Street in a westwardly direction to the area of 110 East Main Street, coordinating the line painting with the upcoming Authority water project.
- South Fulton Street - extend the no parking on the east side by 80 feet to the south or consider making it one way north.

2023-28

- Any curb painting that has not been done by the Borough and is not consistent with regulations will be repainted a concrete color. Also, at the Borough's discretion, will paint selected aprons yellow.

A motion was made by Jim Rice, seconded by Dave Carson, and passed unanimously to adopt the recommendations presented by the Safety Committee.

NEW BUSINESS:

Ridgewall, LLC Bond #2330873 Reduction Request #2 – Consider a motion to approve bond #2330873 reduction request #2 for The Retreat at Strasburg Village (aka Village Road) for stormwater management facilities: A motion was made by Jim Rice, seconded by Ray Garraffa, and passed unanimously to follow the recommendation of ELA (Borough Engineer) regarding Bond #2330873 reduction request #2 for The Retreat at Strasburg Village (aka Village Road) for stormwater management facilities and reduce the bond in the amount of \$6,737.50, retaining a balance of \$34,413.50.

Police Coverage Intermunicipal Agreement Addendum – Consider a motion to adopt the addendum to the Police Coverage Intermunicipal Agreement between the Borough of Strasburg and Strasburg Township: The Borough Manager stated that this addendum is necessary to add insurance for Strasburg Township, who will be invoiced for the additional premium.

A motion was made by Ray Garraffa, seconded by Dave Carson, and passed unanimously to adopt the addendum to the Police Coverage Intermunicipal Agreement between the Borough of Strasburg and Strasburg Township.

OTHER BUSINESS:

Mid-Year Financial Overview – Discuss and consider a motion to accept the Treasurer Report: The Borough Manager reviewed the mid-year finances and stated that the Borough is in a very sound financial position. He added that since this report, 102 South Fulton Street has changed ownership twice and paid three years' delinquent real estate taxes. He also reminded the members that funds were moved to PLGIT investments and, as of today, their interest rate is 5.46%. He added that a total of \$113,000 in interest over all the accounts has been received through June 30, 2023.

Resignation of Dale Spaulding – Consider a motion to accept Dale Spaulding's letter of resignation. Also, consider a motion to fill the vacancy: A motion was made by Jim Rice, seconded by Dave Carson and passed unanimously to accept Dale Spaulding's resignation from Borough Council.

A motion was made by Ray Garraffa, seconded by Jim Rice and passed unanimously to appoint Sandy Clark to fill the unexpired term of Dale Spaulding.

CITIZENS' COMMENTS: None.

ADJOURNMENT: A motion was made by Jim Rice, seconded by Dave Carson and passed unanimously to adjourn the meeting at 7:25 p.m.

Respectfully submitted,

Steven Echternach, Borough Manager

2023-29
STRASBURG BOROUGH COUNCIL
September 12, 2023
MINUTES

Members Present: Michael Chiodo Ray Garraffa James Rice
Dave Carson David Felpel Robert Bennethum
Sandra Clark

Others Present: Bruce Ryder, Mayor Scott Weichler
F. Steven Echternach, Borough Manager David Esh
Bradley Book Ryan Dagen

CALL TO ORDER: The meeting was held at the Strasburg Borough Municipal Offices, 145 Precision Avenue, Strasburg, PA, and Council President Mike Chiodo called the meeting to order at 7:00 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 roll call.

REQUESTS TO BE HEARD: None.

MINUTES OF AUGUST 8, 2023: A motion was made by Jim Rice, seconded by Ray Garraffa and passed unanimously to approve the minutes of the August 8, 2023 meeting as printed.

REPORTS:

Mayor – Mayor Ryder had nothing to report.

President – President Chiodo welcomed Sandra Clark to the Board.

Manager – The Borough Manager’s written report was received and accepted and he reported on the following items:

- A photo of the four holiday banners selected by staff was provided to the members for their review. The Borough Manager stated that we plan to install 16 holiday banners this Fall. The Hometown Hero banner program, which we anticipate to be 40-48 banners, will be announced in the Fall newsletter.
- PNC is planning to close their Strasburg operation in the Fall of 2023 and it is his understanding that they will be looking to sell their properties. It was the consensus of the members to authorize the Borough Manager to investigate purchasing 21 North Decatur Street as a municipal parking lot.
- He reminded the members that 2026 will be the quarter-millennial United States anniversary celebration and stated that there was a significant community celebration here in 1976. He wants everyone to begin thinking about creating a committee in the beginning of 2024. He added that funds raised from the Hometown Hero banners will be placed in the Civic Celebration Fund which can be used to fund the activities.
- PLGIT correspondence encourages paying invoices through ACH because it is a way to reduce fraud. He added that additional cost savings (staff time, checks, envelopes, postage) can be realized from paying via ACH. The auditors support this and stated that a resolution is necessary. Mayor Ryder warned that he regularly receives scam emails regarding ACH payments. The Borough Manager stated that the staff regularly receives scam emails and are vigilant with opening emails only from trusted sources. It was the consensus of the members to have the Borough Manager proceed with drafting a resolution to pay invoices via ACH.

2023-30

Police – The Police Department’s report for August 2023 was received and accepted.

Public Works – The Public Works report for August 2023 was received and accepted.

Zoning Officer – The Zoning Officer’s report for August 2023 was received and accepted.

Engineer – The Engineer’s report for August 2023 was received and accepted.

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 \$99,834.75

Historical Architectural Review Board Certificate of Appropriateness – 21 West Main Street for renovations

Accept and file for audit the June 30, 2023 Treasurer’s Report

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Resolution 2023-7, Appointment of Sandra Clark to Borough Council – Consider a motion to adopt Resolution 2023-7 appointing Sandra Clark to fill the remainder of H. Dale Spaulding’s council member term:

A motion was made by Bob Bennethum and seconded by Dave Carson to adopt Resolution 2023-7 appointing Sandra Clark to fill the remainder of H. Dale Spaulding’s council member term. Motion carried with members Chiodo, Garraffa, Rice, Carson, Felpel, and Bennethum casting assenting votes. Member Clark abstained from voting.

Speckled Hen Coffee Land Development Plan Time Extension – Consider a motion to approve a one-year time extension for Speckled Hen Coffee Land Development Plan: A motion was made by Bob Bennethum, seconded by Ray Garraffa and passed unanimously to approve a one-year time extension for the Speckled Hen Coffee Land Development Plan.

Acknowledgement of 2024 Pension Minimum Municipal Obligations (MMOs) – Consider a motion to acknowledge the 2024 Minimum Municipal Obligations (MMOs): The Pension Committee met and unanimously recommends the adoption of the 6.5% investment income assumption and the three-year asset smoothing for the 2024 MMOs.

A motion was made by Ray Garraffa, seconded by Bob Bennethum and passed unanimously to approve the 6.5% investment income assumption and three-year asset smoothing and acknowledge the receipt of the 2024 Pension Minimum Municipal Obligations.

Volunteer Fire Service Tax Credits - Discussion only: The Borough Manager stated that this item is for discussion only and that, as requested, a draft ordinance was prepared by the Solicitor. The tax credit amount was discussed and the Borough Manager stated that he recommends a maximum of \$250.00 per year. He stated that if a person makes \$100,000 a year, the Earned Income Tax amount that the Borough would receive is \$500.00, and the volunteer could apply for a maximum of \$250.00 tax credit per year. The Fire Chief would certify a list of active volunteers, the Borough resident active volunteer would need to apply for the tax credit, and it would be a credit for the person for the following year. The Borough Manager reminded the members that this ordinance would only apply to Borough residents and stated that he talked to Strasburg Township and they may consider similar action.

Holiday Tree Proposal – Consider a motion to allow a Community Christmas Tree Lighting on the borough administrative building’s front lawn:

The Borough Manager stated that after looking at other Christmas on the Square location options with the Woman’s Club and Heritage Society, he suggested moving the event to the Borough front lawn. He also suggested buying a tree that can be planted and reused each year until it is too large, at which time it would then be donated and replanted. He stated that Borough staff will assist with coordinating the event and he plans to include other local groups. The staff has also suggested a decorating contest. It was the consensus that it is a good idea and Mayor Ryder suggested planting the tree in a location to keep the lawn area open for other activities throughout the year. Scott Weichler suggested that the Fire Company could have Santa go up the ladder and place the star on the tree.

A motion was made by Jim Rice, seconded by Dave Carson and passed unanimously to allow a Community Christmas Tree Lighting on the borough administrative building’s front lawn.

OTHER BUSINESS: None.

CITIZENS’ COMMENTS: Ryan Dagen stated that the National Night Out event was a fantastic family event and he is excited to hear about the Community Christmas Tree.

Scott Weichler thanked Borough Council for moving forward with the volunteer fire service tax credit.

ADJOURNMENT: A motion was made by Ray Garraffa, seconded by Jim Rice and passed unanimously to adjourn the meeting at 7:30 p.m.

Respectfully submitted,

Steven Echternach
Borough Manager

2023-32
STRASBURG BOROUGH COUNCIL
October 10, 2023
MINUTES

Members Present: Michael Chiodo Ray Garraffa James Rice
Dave Carson David Felpel Sandra Clark
Robert Bennethum (via Zoom)

Others Present: Bruce Ryder, Mayor David Esh
F. Steven Echternach, Borough Manager John Mroz
Nick Ferretti, Police Chief Bradley Book

CALL TO ORDER: The meeting was held at the Strasburg Borough Municipal Offices, 145 Precision Avenue, Strasburg, PA, and Council President Mike Chiodo called the meeting to order at 7:00 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 roll call.

REQUESTS TO BE HEARD: None.

MINUTES OF SEPTEMBER 12, 2023: A motion was made by Jim Rice, seconded by Dave Carson and passed unanimously to approve the minutes of the September 12, 2023 meeting as printed.

REPORTS:

Mayor – Mayor Ryder had nothing to report.

President – President Chiodo had nothing to report.

Manager – The Borough Manager’s written report was received and accepted and he reported on the following items:

- A Court of Common Pleas review regarding the sale of the old Strasburg Elementary building will be held on October 26, 2023. If approved, Benchmark is hoping to have settlement before the end of the year with construction and permitting beginning in January 2024.
- The Strasburg Borough Authority’s East Main/South Decatur water project is expected to begin on Tuesday, October 17, 2023. Substantial completion is due by April 2024 but the contractor would like to finish by the end of 2023. The Verizon cell tower, which will be placed on the Reservoir property, is moving forward. The Authority is working with DEP to locate a new well source to replace the Old Springs. They are also considering the sale of the property they own at 1305 Village Road.
- A list of the Council-appointed terms that will be expiring at the end of 2023 was provided and they were asked to advise if there are any adjustments needed.
- We are waiting for the final paperwork for the PHMC Design Guideline grant and have received a draft request for proposal for the project. The PHMC and Historic Preservation Trust will hold a historic district inventory training at the Borough on October 28, 2023. We are working with ELA and the Center for Watershed Protection to locate grant funds for the Eshelman Run Phase 2 project.

2023-33

- He is working with the Borough Solicitor on the Act 172 volunteer fire tax credit. The Fire Company assigned a person to develop their process and the Borough Manager encouraged them to move forward because our Ordinance and Resolution need to be adopted before the end of the year or it would have to wait another year to go into effect.
- The first 16 seasonal banners have been delivered and we are ready to move forward with the Hometown Hero banners after Council's input on the price. The price of the banner covers the cost of the banner and provides a small amount to be used for civic celebrations. It was the consensus of the members to set the fee at \$250.00 per banner.
- He contacted PNC's real estate division and is waiting for a response.
- The Holiday Tree Lighting will be held on December 1, 2023 and planning meetings have been held with the staff, Woman's Club, and Heritage Society. Staff picked out a tree and draft brochures were distributed for Council's review.
- Invitations for the annual Banquet, which will be held on November 9, 2023, have been distributed.
- The next LCBA meeting is Wednesday, October 25, 2023 in Mount Joy and members were asked to RSVP to the Borough Manager if they want to attend.

Police – The Police Department's report for September 2023 was received and accepted.

Public Works – The Public Works report for September 2023 was received and accepted.

Zoning Officer – The Zoning Officer's report for September 2023 was received and accepted.

Engineer – The Engineer's report for September 2023 was received and accepted.

PAYMENT OF BILLS: A motion was made by Ray Garraffa, seconded by Jim Rice, and passed unanimously to approve the payment of the monthly bills, which includes 6 lists dated 9/12, 9/19, 9/26, 9/28, 10/3, and 10/6/23 totaling \$218,589.01.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Review of 2024 Draft Budget and Capital Improvements Program: The Borough Manager provided the 2024 draft budget, memorandum, and additional information for Council's review. He stated that he believes we are in a sound fiscal position and does not anticipate a 2024 real estate tax increase. The Borough Manager will have budget reallocation to reserve fund and purchase recommendations at the next meeting. He stated that one purchase recommendation being considered is for solar electronic speed signs at all entrances to the Borough. The 2024 Draft budget includes the hiring of a Public Works employee. He reviewed the Capital Improvements Program and stated that the Borough has built up funds and wants to partner with the Authority and move forward with necessary improvements to North Jackson Street. He is also recommending plan updates be moved to the Legal Fee Reserve fund, selling the 2005 dump truck, replacing the 2012 F350 (the fleet will consist of three F-350 trucks and the dump truck), and repairing or replacing the rear municipal office parking lot. The Preliminary Budget and

2023-34

Capital Improvements Program will be reviewed at the November 14, 2023 Borough Council meeting.

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 7:40 p.m.

Respectfully submitted,

Steven Echternach
Borough Manager

2023-35
STRASBURG BOROUGH COUNCIL
November 14, 2023
MINUTES

Members Present: Michael Chiodo Ray Garraffa James Rice
Dave Carson David Felpel Robert Bennethum

Others Present: F. Steven Echternach, Borough Manager Scott Weichler
Nick Ferretti, Police Chief Lenny Weitzel
Dave Esh Rachel Curry, LNP Media

CALL TO ORDER: The meeting was held at the Strasburg Borough Municipal Offices, 145 Precision Avenue, Strasburg, PA, and Council President Mike Chiodo called the meeting to order at 7:00 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 roll call.

REQUESTS TO BE HEARD: Scott Weichler, representing Strasburg Fire Company, was in attendance to request Borough Council add their request to the December agenda for a \$147,035 fund distribution from the Fire Equipment Reserve. He stated these funds will be put toward the purchase of the 2022 Pierce Pumper that they hope to take possession of in January 2024.

MINUTES OF OCTOBER 10, 2023: A motion was made by Ray Garraffa, seconded by Jim Rice and passed unanimously to approve the minutes of the October 10, 2023 meeting as corrected to add Nick Ferretti, Police Chief to the attendance list.

REPORTS:

Mayor – Mayor Ryder was not in attendance.

President – President Chiodo reported that the Borough and Authority have received \$225,081 in interest so far this year.

Manager – The Borough Manager’s written report was received and accepted and he reported on the following items:

- The Community Tree Lighting will be held on December 1, 2023 in the front lawn. The live tree will be planted soon.
- On behalf of the Borough, he attended the sale of Strasburg Elementary School Court of Common Pleas hearing on October 26, 2023. No one was in attendance to challenge the sale and the judge issued the order for the sale to proceed. Benchmark submitted permit applications and plans. Settlement is scheduled for December 20, 2023.
- The Authority is working on the East Main/South Decatur Street water project. After the main line is installed, the water will be tested and then they will begin connecting services. A piece of the 126-year old pipe was available for members to view. The Manager reminded them that that cast-iron pipe was originally installed from 1896-1898. Other Authority updates are they are moving forward with the sale of the property at 1305 Village Road because they are not building a sewage treatment plant and they are working with DEP to locate multiple well sources due to the loss of the Old Springs.

2023-36

- The request for proposals for the HARB Design Guidelines, utilizing PHMC grant funds, will soon be released. We continue to look for grant funds for the Eshelman Run Phase 2 stormwater project and other grants.
- We are moving forward with the Act 172 Volunteer Fire Service tax credit program.
- The 16 seasonal banners were installed by the Public Works Department.

Police – The Police Department’s report for October 2023 was received and accepted.

Public Works – The Public Works report for October 2023 was received and accepted.

Zoning Officer – The Zoning Officer’s report for October 2023 was received and accepted.

Engineer – The Engineer’s report for October 2023 was received and accepted.

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

Payment of Bills in the amount of \$499,321.40.

Historical Architectural Review Board Certificate of Appropriateness – 144 E. Main Street for renovations
2024 Meeting Schedule

UNFINISHED BUSINESS:

2024 Capital Improvements Program – Consider a motion to approve the 2024 Capital Improvements Program:

President Chiodo thanked the staff for having detailed planning documents for their review. A motion was made by Bob Bennethum, seconded by Ray Garraffa, and passed unanimously to approve the 2024 Capital Improvements Program.

Preliminary Budget and Authorization to Advertise for Public Inspection – Consider a motion to approve the 2024 Preliminary Budget and authorize staff to advertise for public inspection:

The Borough Manager stated that the preliminary budget does not include a real estate tax increase and he plans to provide recommendations at next month’s meeting to distribute approximately \$115,000 to reserve funds. He stated that the action needed tonight is to authorize the staff to advertise the budget for public inspection and noted that, because we are not raising taxes, a tax rate ordinance is not necessary because the tax rate can be adopted at next month’s meeting by resolution. The 2024 Preliminary Budget does include the 2024 capital improvements. He added that he believes that action taken by Council over the past years to allocate funds to reserve funds has put the Borough in a better financial position.

A motion was made by Jim Rice, seconded by Ray Garraffa and passed unanimously to approve the 2024 Preliminary Budget and authorize staff to advertise for public inspection.

Resolution 2023-8, Intermunicipal Agreement for Township Police Coverage Addendum – Consider a motion to adopt Resolution 2023-8, Intermunicipal Agreement for Township Police Coverage Addendum:

The Borough Manager stated that this addendum is necessary to ensure that Strasburg Township is covered as an additional insured under the Borough’s Law Enforcement and Auto Liability coverage, and that Strasburg Township will reimburse the Borough for the additional insurance expense. A motion was made by Dave Carson, seconded by Jim Rice and passed unanimously to adopt Resolution 2023-8, approving the addendum to the Strasburg Borough/Strasburg Township Limited Police Services Intermunicipal Agreement.

NEW BUSINESS:

Marnik Holdings, LLC Final Lot Add-On and Land Development Plan Time Extension - Consider a motion for conditional approval of the Marnik Holdings, LLC Final Lot Add-On and Land Development Plan: The Borough Manager stated that he has been in contact with the owner and they are anticipating to proceed with the project now that they have recovered from Covid shutdowns and equipment shortages. A motion was made by Jim Rice, seconded by Bob Bennethum and passed unanimously to approve, as requested, a one-year time extension for the Marnik Holdings LLC Final Lot Add-On and Land Development Plan.

Review Terms Expiring List – Consider a motion authorizing Borough staff to send reappointment letters to selected board members: A motion was made by Jim Rice, seconded by Ray Garraffa and passed unanimously to authorize the Borough Staff to ask John Mroz to move from the alternate position to a Zoning Hearing Board member and contact the remaining members whose terms expire at the end of the year to ask if they would consider reappointment.

Resolution 2023-9, Electronic Transactions – Consider a motion to adopt Resolution 2023-9 authorizing the use of electronic transactions for the payment of invoices: A motion was made by Ray Garraffa, seconded by Bob Bennethum, and passed unanimously to adopt Resolution 2023-9, Electronic Transactions, to authorize the use of electronic transactions for the payment of invoices, as previously recommended and approved by the Auditors.

Resolution 2023-10, Property Maintenance Inspector – Consider a motion to adopt Resolution 2023-10 appointing Mark Deimler, Michele Cocchiaro, and Derrick Jamison, et al, as Property Maintenance Inspector & Historic District Building Inspector: The Borough Manager stated this resolution is necessary to appoint additional inspectors. A motion was made by Bob Bennethum, seconded by Dave Carson, and passed unanimously to adopt Resolution 2023-10 appointing Mark Deimler, Michele Cocchiaro, and Derrick Jamison, et al, as Property Maintenance Inspector & Historic District Building Inspector.

Radar Speed Signs – Consider a motion to approve the purchase of 5 Radar Speed Signs to be placed at the entrances of the Borough at a total cost of \$14,450.00: Chief Ferretti stated that these radar speed signs have a solar charger and will be permanently installed to slow traffic entering the Borough. A motion was made by Dave Felpel, seconded by Jim Rice and passed unanimously to approve the purchase of five radar speed signs to be placed at the entrances of the Borough at a total cost of \$14,450.00 from the 2023 budget.

OTHER BUSINESS: None.

CITIZENS' COMMENTS: None.

ADJOURNMENT: A motion was made by Bob Bennethum, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 7:22 p.m.

Respectfully submitted,

Steven Echternach
Borough Manager

2023-38
STRASBURG BOROUGH COUNCIL
December 12, 2023
MINUTES

Members Present: Michael Chiodo Ray Garraffa James Rice
Dave Carson David Felpel Sandra Clark
Robert Bennethum (by Zoom)

Others Present: Bruce L. Ryder, Mayor Bradley Book
F. Steven Echternach, Borough Manager Scott Weichler
Nick Ferretti, Police Chief John Mroz
Dave Esh Rachel Curry, LNP Media
Kelly Osborne

CALL TO ORDER: The meeting was held at the Strasburg Borough Municipal Office, 145 Precision Avenue, Strasburg, PA, and Council President Mike Chiodo called the meeting to order at 7:00 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 roll call.

REQUESTS TO BE HEARD: None

MINUTES OF NOVEMBER 14, 2023: A motion was made by Ray Garraffa, seconded by Jim Rice, and passed unanimously to approve the minutes of the November 14, 2023 meeting as printed.

REPORTS:

Mayor – Mayor Ryder had nothing to report.

President – President Chiodo reported on two resident issues that had been brought to his attention. One was parking on Funk Street at the South Decatur Street intersection and the possibility of pushing back parking. The other was the possibility of the Borough offering leaf pick up. The Borough Manager will research options.

Manager – The Borough Manager’s written report was received and accepted, and he reported on the following items:

- The Strasburg Community Tree Lighting was successful with around 300 people in attendance.
- Closing on the Strasburg Elementary School is scheduled for December 20th. Benchmark is planning to have an open house, tentatively on December 27th from 3-5 p.m., to allow people to tour the building one last time before renovations begin.
- The Authority East Main/South Decatur Street water project is halfway done. There will be a two-week break for the holidays. There have been some complaints about road conditions. The road will not be restored until the project is complete. The Authority also continues to work with DEP on possible new well sites with test wells to be drilled in January.
- Request for Proposals for the Historic District Design Guidelines have been issued with a return date of January 31, 2024.

2023-39

- PNC Bank is now closed. This is the first time in 100 years there has not been a bank at the Square. A bank contact said this location was included in a bid package with forty-two other branch locations. The PNC ATM parking lot across the street was not included in the package and she will pass along the Borough's interest. The contact said she would let us know.
- The Planning Commission and Zoning Hearing Board did not meet in November.
- Thank you to everyone for their support during the year. And a special thanks to Christine Moore for her budget assistance.

Police – The Police Department's report for November 2023 was received and accepted.

Public Works – The Public Works report for November 2023 was received and accepted.

Zoning Officer – The Zoning Officer's report for November 2023 was received and accepted.

Engineer – The Engineer's report for November 2023 was received and accepted.

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

Payment of Bills in the amount of \$167,248.63.

Resolution 2023-14, Fee Schedule

Resolution 2023-15, Police Pension Plan Contributions

Resolution 2023-11, Fire Company Activities for 2024

Appointment/Reappointment of Borough Board members –

Planning Commission (4-year term) - Ken Johnson

Borough Authority (5-year term) - Michael Wolgemuth

Historical Architectural Review Board (5-year term) - Tom Lainhoff & Steve VanOrmer

Zoning Hearing Board (5-year term) - John Mroz

Tree Committee (3-year term) - H. Dale Kaufman & Curt Reynolds

Strasburg Township Fire Police Assistance Request – Kat's 5k event, May11, 2024

UNFINISHED BUSINESS:

Act 172, Volunteer Service Tax Credit Program: President Chiodo stated this item was for discussion only and there will be a public hearing at the January 9, 2024 Council meeting. The Borough Manager added that the ordinance has been advertised and is available for public inspection at the office. A resolution has also been created with fire company eligibility criteria for the program. The tax credit will not be available until 2025.

NEW BUSINESS:

2023 Budget Reallocation: The Borough Manager stated that he is recommending the following 2023 budget reallocations, which are reflected in the final 2024 budget.

- \$16,000 to Fund 30, Public Works Equipment/Building Reserve (shown on line 426.740)
- \$16,000 to Fund 31, Building/Office Equipment Reserve (shown on line 409.730)
- \$16,000 to Fund 32, Police Reserve (shown on line 410.740)
- \$53,000 to Fund 40, Street/Stormwater/Sidewalk Reserve (shown on line 431.300)
- \$5,000 to Fund 73, Fire Equipment Reserve (shown on line 01.411.540b)

2023-40

A motion was made by Ray Garraffa, seconded by Dave Carson, and passed unanimously to approve the manager's budget reallocation of funds from the 2023 operational budget to reserve funds as proposed.

2024 Final Budget: The Borough Manager stated that the 2024 budget was reviewed at the last two meetings and this is the final budget. The Borough received a \$2,000.00 unrestricted donation from ACTS Church that was administratively placed in the Civic Celebrations fund since that is a no tax dollars fund. The funds may be used for future community events.

Councilman Felpel questioned the income from Strasburg Township contracted police services. Chief Ferretti clarified that the police department invoices the Township monthly for actual services. Monthly invoices vary by hours and vehicle milage.

President Chiodo thanked Christine Moore and Steve Echternach for their work preparing the budget.

A motion was made by Jim Rice, seconded by Dave Carson, and passed unanimously to adopt the 2024 final budget.

Resolution 2023-12, 2024 Tax Rate: A motion was made by Dave Carson, seconded by Ray Garraffa, and passed unanimously to adopt Resolution 2023-12, 2024 Tax Rate, which does not include a tax increase for the Borough of Strasburg.

Fire Equipment Reserve Funding Request: A motion was made by Ray Garraffa, seconded by Jim Rice, and passed unanimously to authorize Borough staff to make a payment out of the equipment reserve fund on notification of delivery of the 2022 Pierce Pumper to the Strasburg Fire Company, in the amount of \$147,035.00.

Resolution 2023-13, Authorizing Issuance of Procurement Cards: A motion was made by Jim Rice, seconded Dave Carson, and passed unanimously authorizing the issuance of individual procurement cards.

OTHER BUSINESS: None.

CITIZENS' COMMENTS: Scott Weichler provided a timeline update for the fire company's pierce pumper. A team will be flying to Wisconsin this Sunday to inspect and review the final punch list for the pumper. It will then be driven to PA the week after New Year's and the fire company is expecting to take delivery the second week in January.

Councilman Bennethum announced his resignation from Council effective December 31, 2023 due to scheduling conflicts. He stated that he has enjoyed his time on Council. President Chido thanked him for his service.

ADJOURNMENT: A motion was made by Ray Garraffa, seconded by Jim Rice, and passed unanimously to adjourn the meeting at 7:24 p.m.

Respectfully submitted,

Steven Echternach
Borough Manager