

2024-1

**STRASBURG BOROUGH  
REORGANIZATION AND COUNCIL MEETING  
JANUARY 2, 2024  
MINUTES**

Members Present:     Mike Chiodo                     Ray Garraffa  
                               James Rice                     Dave Carson  
                               Sandra Clark                     Bradley Book

Others Present:  
                               Bruce Ryder, Mayor                     Kelly Osborne  
                               F. Steven Echternach, Borough Manager     David Esh

**CALL TO ORDER AND PLEDGE TO THE FLAG:** The meeting was called to order at 7:00 p.m. by Bruce Ryder, followed by the salute to the flag.

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

**BOROUGH COUNCIL**

Bradley Book, 4-year term (2027)  
Sandra Clark, 4-year term (2027)  
Ray Garraffa, 4-year term (2027)  
James Rice, 4-year term (2027)

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

**ELECTION OF OFFICERS:**

**Conducted by Mayor Ryder:**

A motion was made by Ray Garraffa, seconded by Sandra Clark and passed unanimously to nominate Mike Chiodo as President of Council. A motion was made by Dave Carson, seconded by Sandra Clark and passed unanimously to close the nominations for President of Council and appoint Mike Chiodo as President of Council.

A motion was made by James Rice, seconded by Dave Carson and passed unanimously to nominate Ray Garraffa as Vice President of Council. A motion was made by Dave Carson, seconded by Sandra Clark and passed unanimously to close the nominations for Vice President of Council and appoint Ray Garraffa as Vice President of Council.

A motion was made by Ray Garraffa, seconded by Dave Carson and passed unanimously to nominate James Rice to the position of President Pro Tem. A motion was made by Dave Carson, seconded by Sandra Clark and passed unanimously to close the nominations for President Pro Tem and appoint James Rice to the position of President Pro Tem.

**Remainder of meeting conducted by President Chiodo:**

A motion was made by James Rice, seconded by Dave Carson and passed unanimously to make the following appointments:

Borough Solicitor – Morgan, Hallgren, Crosswell & Kane

Borough Engineer – ELA Group

Depository of Borough Funds – Ephrata National Bank & Pennsylvania Local government

Investment Trust (PLGIT)

Chairman to Vacancy Board – Ken Johnson

Zoning Officer – BRW Consultants

Building Code Inspector – Commonwealth Code

Property Maintenance – Solanco Engineering

**Motion to Accept Robert Bennethum's Resignation from Council:** A motion was made by Ray Garraffa, seconded by Dave Carson and passed unanimously to accept Robert Bennethum's resignation from Borough Council.

**Consideration of Appointment to Fill Council Vacancy:** A motion was made by James Rice, seconded by Sandra Clark and passed unanimously to appoint Dave Felpel to fill Robert Bennethum's vacancy on Council.

**Any Other Business Discussion / Citizen Comment:** President Chiodo welcomed Bradley Book to Borough Council and thanked Sandra Clark, Ray Garraffa, and James Rice for their willingness to run again and be elected to continue to serve on Borough Council.

**ADJOURNMENT:** A motion was made by Ray Garraffa, seconded by Dave Carson and passed unanimously to adjourn at 7:09 p.m.

Respectfully submitted,

F. Steven Echternach  
Borough Manager

2024-3  
**STRASBURG BOROUGH COUNCIL**  
**January 9, 2024**  
**MINUTES**

Members Present: Michael Chiodo Ray Garraffa James Rice  
Dave Carson David Felpel Sandra Clark  
Bradley Book

Others Present: Bruce L. Ryder, Mayor Rick Wentz  
F. Steven Echternach, Borough Manager John Mroz  
Nick Ferretti, Police Chief Scott Weichler  
John Duffy, LNP News Dave Esh  
Kelly Osborne Donald Grodski

**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:**

**Public hearing on and consideration of enactment of Ordinance 2024-1 implementing a volunteer fire service earned income tax credit program; enacting tax credits for volunteer members of volunteer fire companies; and establishing administrative procedures and appeals:** The Borough Manager stated that a public hearing is being held as required by the Borough Code and the purpose is to hear public comment regarding the proposed ordinance for a volunteer fire service tax credit. The main points of the proposed ordinance are that it allows the Borough to grant volunteers who meet certain criteria established in consultation with the Fire Company a refund of \$250 of the earned income tax the volunteer paid to the Borough and sets forth the procedures which volunteers, the Fire Company, and the Borough will follow. The floor was opened for public comment to which no public comment was offered.

A motion was made by Ray Garraffa, seconded by Jim Rice, and passed unanimously to enact Ordinance 2024-1 implementing a volunteer fire service earned income tax credit program; enacting tax credits for volunteer members of volunteer fire companies; and establishing administrative procedures and appeals.

Sandra Clark stated that we need to acknowledge Dale Spaulding for being instrumental in his work to encourage the Borough to enact this ordinance.

**MINUTES OF DECEMBER 12, 2023 AND JANUARY 2, 2024:** A motion was made by Jim Rice, seconded by Dave Carson, and passed unanimously to approve the minutes of the December 12, 2023 meeting as corrected and January 2, 2024 as printed, noting that the corrections to the December 12, 2023 meeting are that Resolution 2023-9 should be numbered 2023-14 and Resolution 2023-10 should be numbered 2023-15. He noted that the content of the resolutions is unchanged, the only corrections are the resolution numbers.

**REPORTS:**

**Mayor** – Mayor Ryder had nothing to report.

## 2024-4

**President** – President Chiodo stated that we are aware that East Main and South Decatur Streets are not in the best condition but we need to make the stormwater improvements before they are paved.

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

- The Strasburg Elementary School building was sold to Benchmark Construction on December 20, 2023 and they held an open house on December 27, 2023 and he estimates 300 people walked through the building one last time before it is converted into apartments. Building and zoning permits were issued and work began last week.
- The Authority’s waterline replacement project continues with estimated completion mid-January. The contractor is doing a good job so the Authority added on lead service line replacements, which are all the needed lead/galvanized service replacements that are in the PennDOT right-of-way. Other projects they are working on include evaluating infrastructure updates needed on North Jackson Street and continuing to work with DEP on potential new well sites. He stated that DEP/EPA is requiring a service line inventory by October 16, 2024 and an information request sheet is being mailed to every customer with this quarter’s water/sewer billing. We are also requesting customers to provide a picture of their meter serial number because they are beginning a remote meter reading project.
- The next LCBA meeting is January 24, 2024 in Mount Joy.
- The total amount of interest received in all Borough funds (Borough and Authority) in 2023 was \$278,629.90.

**Police** – The Police Department’s report for December 2023 was received and accepted. Chief Ferretti stated that the Department did receive a \$5,000 Firehouse Subs grant to replace the AED’s in the police cruisers.

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

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

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

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

Payment of Bills in the amount of \$347,320.64

Historical Architectural Review Board Certificate of Appropriateness – 106 Miller Street  
Resolution 2024-2, Appointment of David Felpel to Borough Council

### **UNFINISHED BUSINESS:**

**Resolution 2024-1, Volunteer Service Tax Credit Program – Consider a motion to adopt Resolution 2024-1 establishing criteria for the volunteer firefighter service tax credit program:** The Borough Manager stated that this is the resolution that outlines the criteria for the Fire Company, volunteers, and Borough for the volunteer fire service tax credit program. He stated that the criterium was developed in coordination with the Fire Chief and Fire Company President.

## 2024-5

A motion was made by Jim Rice, seconded by Ray Garraffa, and passed unanimously to adopt Resolution 2024-1, establishing the criteria for the volunteer firefighter service tax credit program.

### **NEW BUSINESS:**

**2023 Planning Commission Year-End Report – Consider a motion to accept the 2023 Planning Commission Year-End Report:** A motion was made by Ray Garraffa, seconded by Dave Carson, and passed unanimously to accept the 2023 Planning Commission Year-End Report.

**OTHER BUSINESS:** The Borough Manager stated that a resolution will be considered next month to officially adopt Robert’s Rules of Order model as the parliamentary procedure used.

**CITIZENS’ COMMENTS:** Scott Weichler thanked Borough Council for adopting the volunteer fire service tax credit ordinance and resolution. He stated that the fire company has a good group of volunteers and currently has 45 active fire members. He stated that their new fire truck is currently being mechanically evaluated.

Dave Esh thanked the volunteer fire service members for their dedication. He also stated that today is “National Law Enforcement Day” and thanked members of the Police Department. He stated that the Tinney Pavilion is collecting photographs of teams to post on their wall.

**ADJOURNMENT:** A motion was made by Ray Garraffa, seconded by Jim Rice, and passed unanimously to adjourn the meeting at 7:23 p.m.

Respectfully submitted,

Steven Echternach  
Borough Manager

**2024-6**  
**STRASBURG BOROUGH COUNCIL**  
**February 13, 2024**  
**MINUTES**

Members Present:    Michael Chiodo            James Rice            Dave Carson  
                                 David Felpel            Bradley Book

Others Present:       Bruce L. Ryder, Mayor                            Rachel Curry, LNP News  
                                 F. Steven Echternach, Borough Manager      Tom Lainhoff  
                                 Nick Ferretti, Police Chief                      Scott Weichler

**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 JANUARY 9, 2024:** A motion was made by Jim Rice, seconded by Dave Carson, and passed unanimously to approve the minutes of the January 9, 2024 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:

- Authority updates: 1) The waterline project is substantially completed with the exception of punchlist items and the road restoration, which we anticipate to be mid-March when the blacktop plants open up. 2) He is working with DEP’s Professional Engineering Support (PES) program on the additional wells and springs. The Authority received final regulatory approval and anticipates drilling within the next few weeks. 3) The free DEP PES program is also assisting us on the creation of an asset inventory and management plan. 4) They received approximately 400 photographic inventory submissions so far.
- Two grants were identified to assist with the Eshelman Run Phase 2 project and each requires a 15% match.
- He talked to a PNC representative regarding the potential sale of the parking lot on North Decatur Street and will stay in contact with them.
- The 2008 dump truck, 2005 F150 truck, and the old office generator will be listed on Municibid in the next few weeks.
- Four representatives attended the January 24, 2024 LCBA meeting.
- The old Strasburg Elementary School renovations continue and are believed to be on schedule.

## 2024-7

- The Stormwater Phase 1 plan that is part of the East Main/South Decatur project continues to be refined. The next step is to obtain the necessary easements and hope to be on schedule for construction in late 2024 with substantial completion in 2025.

**Police** – The Police Department’s report for January 2024 was received and accepted.

**Public Works** – The Public Works report for January 2024 was received and accepted.

**Zoning Officer** – The Zoning Officer’s report for January 2024 was received and accepted.

**Engineer** – The Engineer’s report for January 2024 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 \$270,840.39

Historical Architectural Review Board Certificates of Appropriateness – 148 E. Main St

Acceptance of Historical Architectural Review Board Annual Report

Acceptance of Civil Service Commission Annual Reports

Resolution 2024-3, Borough and Police Records Retention

Fire Police Request from Bart Township – Mud Sale, March 2 & 16, 2024

Fire Police Request from Fulton Township – Mud Sale, April 6, 2024

Fire Police Requests from Strasburg Township – Rails & Ales, 4/6/24 &  
Mud Sale, 6/22/24

### **UNFINISHED BUSINESS:**

**Historic Design Guidelines Proposals – Discussion with possible motion to accept a proposal or forward to ad-hoc committee or staff to proceed:** Mayor Ryder and Mike Chiodo stated that they reviewed the two proposals received and it is their opinion that Richard Grubb & Associates has the right experience for this type of project. The Borough Manager stated that staff contacted some of Richard Grubb & Associates references and received a positive review.

A motion was made by Jim Rice, seconded by Dave Carson, and passed unanimously to accept the proposal from Richard Grubb & Associates for the creation of the historic design guidelines.

The Borough Manager stated that Frank Grumbine, the PHMC Central PA Community Preservation Coordinator, is willing to come and provide a Preservation Brief #16 presentation because it is PHMC’s position that we should be following that guidance.

### **NEW BUSINESS:**

**Resolution 2024-4, Robert’s Rules of Order – Consider a motion to adopt Resolution 2024-4, Robert’s Rules of Order as procedural guidelines for the conduct of meetings and maintenance of order:** A motion was made by Jim Rice, seconded by Dave Carson, and passed unanimously to adopt Resolution 2024-4, which establishes Strasburg Borough’s use of Robert’s Rules of Order as the procedural guidelines for the conduct of meetings and maintenance of order.

2024-8

**LGH Letter of Credit Reduction Request – Consider a motion to reduce the LGH Letter of Credit No. STB557 as recommended by Borough engineer, reviewed by solicitor:** A motion was made by Jim Rice, seconded by Dave Carson, and passed unanimously to approve a reduction for the Lancaster General Hospital Irrevocable Standby Letter of Credit # STB557 in the amount of \$935,654.00, as recommended by the Borough Engineer and Solicitor, leaving the remaining letter of credit amount of \$9,500.00.

**Civil Service Commission Rules & Regulations Amendment – Consider a motion to accept the Civil Service Commission Rules and Regulations amendment pertaining to promotions as recommended by the Strasburg Borough Civil Service Commission:** Chief Ferretti stated that the amendment defines who is eligible for promotions. A motion was made by Jim Rice, seconded by Dave Carson and passed unanimously to approve the Civil Service Commission Rules and Regulations amendment pertaining to §3.6 General Qualifications – Applicants for Promotional Positions, as recommended by the Strasburg Borough Civil Service Commission.

**2024 Road & Municipal Parking Lot Paving – Consider a motion to authorize Borough staff to bid 2024 road and municipal parking lot paving projects:** The Borough Manager stated that the goal is to maintain streets instead of just paving them. He added that he met with a representative from Asphalt Maintenance Systems, and the recommendation for 2024 road maintenance is to curb line mill on Sunset Avenue, Susan Avenue, and Mindy Avenue and install an ultra-thin bonded wearing course overlay on those milled streets and Canterbury Place. The Borough Manager stated that a separate bid will be for the municipal parking lot and that he will evaluate the budget later in the year for needed base repairs to Hemlock Lane.

A motion was made by Jim Rice, seconded by Dave Carson and passed unanimously to authorize Borough staff to bid 2024 road and municipal parking lot paving projects.

**OTHER BUSINESS:** None.

**CITIZENS' COMMENTS:** Scott Weichler reminded everyone that the Strasburg Fire Company annual auction will be held on February 24, 2024. He also again thanked Borough Council for adopting the Volunteer Fire Earned Income Tax Credit resolution and stated that all but three of their firefighters are eligible to earn and apply for the credit because Strasburg Township also adopted the same resolution. He stated that the new fire truck was repaired, has arrived, and is having the final tool mounts installed.

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

Respectfully submitted,

Steven Echternach  
Borough Manager

**2024-9**  
**STRASBURG BOROUGH COUNCIL**  
**March 12, 2024**  
**MINUTES**

Members Present:	Michael Chiodo	Ray Garraffa	James Rice
	Dave Carson	David Felpel	Bradley Book
Others Present:	Bruce Ryder, Mayor		John Mroz
	F. Steven Echternach, Borough Manager		Scott Weichler
	Nick Ferretti, Police Chief		David Esh
	Rachel Curry, LNP News		Sophia Russo
	Kelly Osborne		Tracy Leed
	Joe Deevy		Joshua Stauffer

**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:**

**Kelly Osborne, Pilot Club of Lancaster, Inc:** Kelly Osborne and Sophia Russo, who are with the Pilot Club of Lancaster, were in attendance to recognize and present a certificate of appreciation to Strasburg Borough Police Department for being a participant of their Project Lifesaver of Lancaster program. Kelly Osborne explained that Project Lifesaver is a search and rescue program for people with autism, dementia, or Alzheimer's who wander. She stated that residents are encouraged to register with their program if they have a client in need.

**Joe Deevy:** Joe Deevy, representing Strasburg Heritage Society, was in attendance and requested the HARB Certificate of Appropriateness for 128 South Decatur Street be removed from the Consent Agenda.

**MINUTES OF FEBRUARY 13, 2024:** A motion was made by Jim Rice to approve the minutes of the February 13, 2024 meeting as printed. The motion was seconded by Dave Carson and passed with members Chiodo, Rice, Carson, Felpel, and Book casting assenting votes. Member Garraffa abstained from voting because he was not in attendance at that meeting.

**REPORTS:**

**Mayor** – Mayor Ryder had nothing to report.

**President** – President Chiodo reported that the Ad-hoc committee met with RGA, the firm that was chosen to prepare the Historic Design Guidelines. He stated that it is anticipated the document will be finalized by September/October 2024 but we have until 2025 to use the grant funds. He stated that the process will include public meetings and draft reviews before adoption.

## 2024-10

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

- Authority continues to work with DEP PES program for additional wells. The ozone removal and the bypass installation at the Treatment Plant is complete and passed DEP inspection.
- Continues to communicate with PNC’s realtor regarding the sale of their building and some type of long-term arrangement for the parking lot.
- Frank Grumbine, from PHMC, will provide Preservation Brief 16 training on April 24, 2024 at 7 pm at the Borough Office. Council, HARB, and any interested members of the community are welcome to attend. National Alliance of Preservation Commissions is holding a webinar on March 21, 2024.
- The Phase 1 stormwater plan is in final form and being reviewed by the Conservation District and PennDOT.
- The annual Drug Task Force contribution was made and they provided a report regarding the success of the task force.
- The Borough has received \$44,024.66 in interest so far this year across all funds.
- Orders for the first round of Hometown Hero Banners will close on March 15, 2024. Nineteen banners have been ordered so far.
- Congressman Smucker provided the Borough a copy of a citation that was read into congressional record honoring the Honorable Judge Herbert E. Millen.

**Police** – The Police Department’s report for February 2024 was received and accepted.

**Public Works** – The Public Works report for February 2024 was received and accepted.

**Zoning Officer** – The Zoning Officer’s report for February 2024 was received and accepted.

**Engineer** – The Engineer’s report for February 2024 was received and accepted.

**CONSENT AGENDA:** A motion was made by Ray Garraffa, seconded by Jim Rice, and passed unanimously to remove the HARB Certificate of Appropriateness for 128 South Decatur Street from the Consent Agenda and approve the remaining items:

Payment of Bills in the amount of \$508,901.03

Historical Architectural Review Board Certificates of Appropriateness –  
202 West Main St, 28 East Main St, 128 South Decatur St

**Historical Architectural Review Board Certificate of Appropriateness – 128 South Decatur Street for window, door, porch railing, balustrade, and downspout replacements:** Joe Deevy, representing the Strasburg Heritage Society, was in attendance and provided some additional information regarding the application. He stated that this is a rental property, the tenant’s children tested positive for lead, and the Heritage Society qualified for up to \$20,000 in improvements from the Lead-Free Family’s program. He added that their nonprofit organization is responsible for the costs over the grant, which are approximately \$20,000-\$25,000. Joe Deevy stated that they are applying for the vinyl windows because their 5-10 year plan is to restore the building which will involve removing the dormers and these windows, the dormers are not original to the building, and the existing wooden windows are covered with triple-track aluminum storm windows and they think the vinyl windows will look the same. The Heritage Society wants to save \$6,000 by using four vinyl windows for the upstairs dormers so they can use those funds on needed projects at their other properties. He also stated that all of the other

visible windows are being replaced with wooden windows. Tracy Leed emphasized that a lot of the Heritage Society's projects are done following the standards.

President Chiodo noted that HARB unanimously recommended denying the request, and reminded the members that Council denied a similar request last year for a property on West Main Street.

David Felpel stated that the HARB minutes referenced less expensive windows were available from Bird-in-Hand Windows. Joe Deevy stated that the program requires the use of specific contractors and products. Mayor Ryder stated this is a hard decision but noted that future plans change and Council cannot consider the applicants' situation in their decision. Members agreed that this is a hard decision but are bound by the current ordinance and encouraged them to check with Bird-in-Hand Windows.

A motion was made by Ray Garraffa, seconded by Dave Carson, and passed unanimously to approve the Historical Architectural Review Board Certificate, as recommended by HARB, to deny the application of 128 South Decatur Street.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Eshelman Run Streambank Stabilization MS4 Project Phase 2 – Consider a motion to support the grant application submission for Eshelman Run Streambank Stabilization MS4 Project Phase 2:** The Borough Manager stated that this project starts where the previous project on Eshelman Run ended and runs 550 linear feet north of Clover Avenue. A motion was made by Jim Rice, seconded by Dave Carson, and passed unanimously to support the grant application submission for Eshelman Run Streambank Stabilization MS4 Project Phase 2.

**Civil Service Commission Resignation – Consider a motion to accept H. Dale Spaulding's resignation from the Civil Service Commission:** A motion was made by Ray Garraffa, seconded by Dave Carson, and passed unanimously to accept H. Dale Spaulding's letter of resignation from the Civil Service Commission dated February 16, 2024.

**Civil Service Commission Appointment – Consider a motion to appoint a current member of Council to fill the Civil Service Commission vacancy:** A motion was made by David Felpel to appoint Dave Carson to the Civil Service Commission. The motion was seconded by Jim Rice and passed with members Chiodo, Rice, Garraffa, Felpel, and Book casting assenting votes. Member Carson abstained from voting.

**Consider taking a position on the March 18, 2024 Zoning Hearing Application:** The Borough Manager stated that a Zoning Hearing is scheduled for March 18, 2024 for the application from Conservative Mentoring Group for the former medical facility at 1135 Hampden Drive.

A motion was made by Ray Garraffa, seconded by Dave Carson and passed unanimously to take a neutral position regarding the March 18, 2024 Zoning Hearing application and appoint Bruce Ryder to attend on the Borough's behalf to present Council's concerns that the proposed use is an underutilization of the large property as well as upkeep and maintenance including stormwater management facilities.

2024-12

**OTHER BUSINESS:** None.

**CITIZENS' COMMENTS:** Scott Weichler provided an update on their new truck stating that the final items are being installed, they will conduct training, and plan to have it in service by the end of March or early April.

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

Respectfully submitted,

Steven Echternach  
Borough Manager

**2024-13**  
**STRASBURG BOROUGH COUNCIL**  
**April 9, 2024**  
**MINUTES**

Members Present: Michael Chiodo Ray Garraffa James Rice  
Dave Carson David Felpel Bradley Book  
Sandra Clark

Others Present: Bruce Ryder, Mayor John Mroz  
F. Steven Echternach, Borough Manager Scott Weichler  
Nick Ferretti, Police Chief David Esh  
Rachel Curry, LNP News Kelly Osborne  
Jill Gilbert, RKL Samantha Claar, RKL

**CALL TO ORDER:** The meeting was held at the Strasburg Borough Municipal Office, 145 Precision Avenue, Strasburg, PA. 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:**

**RKL Audit Presentation** – Jill Gilbert and Samantha Claar, representing RKL, the Borough’s Auditors, were in attendance and reviewed the Borough’s 2023 audit results and financial statements. They stated that the auditor’s report is a clean opinion and the financial statements are presented fairly in all material respects. They thanked the Borough for allowing RKL to do the audit. President Chiodo thanked the Borough Manager and staff for continuing to do a good job.

**MINUTES OF MARCH 12, 2024:** A motion was made by Ray Garraffa, seconded by Jim Rice, and passed unanimously to approve the minutes of the March 12, 2024 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:

- The waterline replacement street restoration continues and should be completed soon. The Authority entered into an agreement with Kline, Kreider, and Good for the public sale of 1305 Village Road which will be held on July 11, 2024 at 5:00 pm.
- PHMC will provide Preservation Brief #16 training on April 24, 2024 at 7:00 pm at the Borough Office.
- The first Historic District Design Guidelines public meeting will be held on April 30, 2024 at 7:00 pm at the Wesley United Methodist Church Fellowship Hall, 46 West Main Street, Strasburg. A letter will be mailed to every Historic District property owner regarding this meeting and encouraging participation and attendance.

## 2024-14

- Continues to work on the MS4 Eshelman Run Phase 2 streambank restoration project and grant.
- The PNC bank building is under agreement with a local buyer. The realtor has relayed to PNC the Borough's desire to work with them regarding the parking lot but has not heard any response. The Borough Manager will continue to try to make contact.
- Four items were sold on Municibid in March – 2008 Dump Truck and plow for \$20,400, 2012 pickup with plow for \$10,400, office Cummings 20 kW generator for \$1,800, and one pair of snow plow wings for \$135, for a total of \$32,735.00. This revenue will be returned to the respective reserve funds.
- The Planning Commission did not meet in April but will meet in May. The Zoning Hearing Board met in March and approved the use of 1135 Hampden Drive for Conservative Mentoring Group. No Zoning Hearings are scheduled in April.
- The 2024 year-to-date interest received in all funds is \$65,609.93.

**Police** – The Police Department's report for March 2024 was received and accepted.

**Public Works** – The Public Works report for March 2024 was received and accepted.

**Zoning Officer** – The Zoning Officer's report for March 2024 was received and accepted.

**Engineer** – The Engineer's report for March 2024 was received and accepted.

**Treasurer Report** – The Treasurer's Report for the period ending March 31, 2024 was provided and action will be taken under the Consent Agenda.

**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 \$188,425.44

Historical Architectural Review Board Certificates of Appropriateness – 23-25 Miller Street and 128 South Decatur Street

Accept and File for Audit the Treasurer's Report for the period ending March 31, 2024

**UNFINISHED BUSINESS:** None.

### **NEW BUSINESS:**

**Audit – Consider a motion to accept the audit from RKL:** A motion was made by Ray Garraffa, seconded by Dave Carson, and passed unanimously to accept the 2023 audit prepared by RKL, noting that the audit has been advertised as required by law.

**Deckman Property (aka The Grove at Strasburg Village) Bond #2327251 Release Request – Consider a motion in regard to the Deckman Property (aka The Grove at Strasburg Village) Bond #2327251 Release Request:** The Borough Manager noted that the developer requested a larger reduction but the Borough Engineer is only recommending a \$3,710.58 reduction because of the condition of the stormwater facilities.

## 2024-15

A motion was made by Jim Rice, seconded by Dave Carson, and passed unanimously to approve a reduction for Deckman Property (aka The Grove at Strasburg Village) Bond #2327251 in the amount of \$3,710.58, as recommended by ELA, leaving the remaining bond amount of \$33,223.80.

**2024 Road Paving Bid Award - Consider a motion to award the 2024 road paving bid:** A motion was made by Jim Rice, seconded by Ray Garraffa, and passed unanimously to award the 2024 Road Paving Bid to Asphalt Maintenance Solutions LLC in the amount of \$130,037.22.

**Resolution 2024-5 Zoning Hearing Board Alternate Appointment – Consider a motion to adopt Resolution 2024-5 appointing Scott Weichler as alternate member of the Zoning Hearing Board:** A motion was made by Dave Carson, seconded by Ray Garraffa, and passed unanimously to adopt Resolution 2024-5 appointing Scott Weichler as the alternate member of the Zoning Hearing Board with a term expiring 2028.

**America250 Celebration – Discussion only:** The Borough Manager stated that, following past anniversary planning timing, we should begin considering appointing a volunteer committee to plan for the America250 Celebration in 2026. Mayor Ryder stated that past committees included members from several community organizations. Past events were discussed. The Manager stated that he will begin talking to the Civic Celebration Committee and suggests other local organizations be contacted to see if they would like to appoint a committee member.

**OTHER BUSINESS:** None.

**CITIZENS' COMMENTS:** Scott Weichler stated that Strasburg Fire Company placed Engine 5 in service on April 2, 2024. The Borough Manager will work with the Fire Company to have the truck available for members to see it after the next Council meeting.

**ADJOURNMENT:** A motion was made by Jim Rice, seconded by Ray Garraffa, and passed unanimously to adjourn the meeting at 7:35 p.m.

Respectfully submitted,

Steven Echternach  
Borough Manager

**2024-16**  
**STRASBURG BOROUGH COUNCIL**  
**April 30, 2024**  
**MINUTES**

Members Present: Michael Chiodo                      Ray Garraffa                      James Rice  
                                 Dave Carson                      Bradley Book

Others Present:     Bruce Ryder, Mayor                      Nick Ferretti, Police Chief  
                                 F. Steven Echternach, Borough Manager     Peter Benton, Historic Strategies  
                                 Robert Wise, Richard Grubb & Assoc.     Approximately 70 citizens

**CALL TO ORDER, PLEDGE TO FLAG, AND WELCOME:** The meeting was held at the Wesley United Methodist Church Fellowship Hall, 46 West Main Street, Strasburg, PA. 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 and stated that this is a public meeting to discuss the creation of Historic District Design Guidelines.

**ROLL CALL:** The Borough Manager took the roll call and stated that the Ad-hoc committee met on March 12, 2024 and started the process of developing historic district design guidelines.

**INTRODUCTION TO DESIGN GUIDELINES:** Presenters Robert Wise, Richard Grubb & Associates Principal Senior Architectural Historian and Peter Benton, Heritage Strategies Historical Architect, were in attendance. They stated that Strasburg Borough has a very good historic district with a variety of fine examples of architecture. They provided an overview of the historic district, explained the goals of the project, and reviewed the history of the Historical Architectural Review Board. The goals that were developed by the ad-hoc committee to encourage investment, offer flexible treatments including new but appropriate materials, and to recognize differences in architectural significance. They also reviewed the goal that the document should provide: a concise, easily read and understood text; local photographs and figures to augment the text; a purpose for the Ordinance and Guidelines; a statement outlining the Borough's philosophy on obtaining Certificates of Appropriateness; an understanding of the Historic District's historic and architectural significance; a basic understanding of architecture style and terms; a discussion of character defining features, why they are important to Strasburg's historic resources, and the need to preserve these features; and an understanding of the application and design review process. They also reviewed a draft outline of what they plan to include in the guidelines. They stated that the next steps in the project include the creation of a preliminary design guidelines draft which will be reviewed and a final draft will be available for the second public meeting in the Fall of 2024. The Borough Manager stated that tonight's power point presentation will be available on the Borough's website.

**PUBLIC COMMENT:** Questions and comments were received regarding the guideline development and application processes, and if other guidelines can be available for review.

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

Respectfully submitted,

Steven Echternach  
Borough Manager

**2024-17**  
**STRASBURG BOROUGH COUNCIL**  
**May 14, 2024**  
**MINUTES**

Members Present:     Ray Garraffa             Dave Carson  
                               David Felpel             Bradley Book  
                               Sandra Clark

Others Present:       Bruce Ryder, Mayor                     John Mroz  
                               F. Steven Echternach, Borough Manager     David Esh  
                               Nick Ferretti, Police Chief                     Rachel Curry, LNP News

**CALL TO ORDER:** The meeting was held at the Strasburg Borough Municipal Office, 145 Precision Avenue, Strasburg, PA. Council Vice President Ray Garraffa called the meeting to order at 7:00 p.m., followed by the salute to the flag. Vice President Garraffa announced that the meeting is being audiotaped and maintained until the minutes are approved. The Borough Manager took roll call.

**REQUESTS TO BE HEARD:** None.

**MINUTES OF APRIL 9, 2024 AND APRIL 30, 2024:** A motion was made by Dave Carson, seconded by Sandra Clark, and passed unanimously to approve the minutes of the April 9, 2024 and April 30, 2024 meetings as printed.

**REPORTS:**

**Mayor** – Mayor Ryder had nothing to report.

**President** – The President was not in attendance.

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

- The waterline replacement project is awaiting final completion payout. The Authority continues to work with DEP on a new well site. The public sale for 1305 Village Road will be held on July 11, 2024 at 5:00 pm.
- The first public meeting for the Historic District Design Guidelines was held on April 30, 2024, and approximately 75 people were in attendance.
- Continues to work on the MS4 Eshelman Run Phase 2 streambank restoration project and grant.
- The old PNC bank building is scheduled to settle on May 15, 2024. He has no update on the parking lot.
- Seven items were sold on Municibid in April – 2005 Ford F150 Truck for \$5,778, a pair of snowplow wings for \$260, four banners for a total of \$176, and a fax machine for \$1.00, for a total of \$6,215.00. This revenue will be returned to the respective reserve funds.
- The Phase 1 stormwater plan is in final form and he continues to work with the affected property owners. He is also looking at other stormwater issues throughout the community.
- The 2024 year-to-date interest received in all funds is \$88,472.97.
- The Tree Committee planted five trees on April 20, 2024.

## 2024-18

- The Hometown Hero Banners are expected to be delivered soon and we will have them hung before Memorial Day.

**Police** – The Police Department’s report for April 2024 was received and accepted.

**Public Works** – The Public Works report for April 2024 was received and accepted.

**Zoning Officer** – The Zoning Officer’s report for April 2024 was received and accepted.

**Engineer** – The Engineer’s report for April 2024 was received and accepted.

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

Payment of Bills in the amount of \$724,767.86.

Historical Architectural Review Board Certificate of Appropriateness – 11 S. Decatur St.

West Lampeter Township Fire Police Request – Willow Street Fire Company 100<sup>th</sup>

Anniversary event on June 15, 2024.

### **UNFINISHED BUSINESS:**

**America250 Celebration** – The Borough Manager stated that he plans to meet with the original Tree Lighting Committee and plans to come back to Council with a report and recommendation.

### **NEW BUSINESS:**

**Resolution 2024-6 Watershed Restoration and Protection Program Grant – Consider a motion to adopt Resolution 2024-6:** The Borough Manager stated that this resolution is necessary to apply for the Eshelman Run Phase II streambank restoration project grant and authorizes the Borough Manager and Council President to sign the necessary grant documents. A motion was made by Sandra Clark, seconded by Bradley Book, and passed unanimously to adopt Resolution 2024-6 as part of the grant application process for the Eshelman Run Phase II Project.

**OTHER BUSINESS:** None.

**CITIZENS’ COMMENTS:** Dave Esh, on behalf of the Strasburg Playground Association, thanked Borough Council for their annual donation and continued support.

**ADJOURNMENT:** A motion was made by Sandra Clark, seconded by Bradley Book, and passed unanimously to adjourn the meeting at 7:15 p.m.

Respectfully submitted,

Steven Echternach  
Borough Manager

**2024-19**  
**STRASBURG BOROUGH COUNCIL**  
**June 11, 2024**  
**MINUTES**

Members Present:   Mike Chiodo                   Ray Garraffa                   Dave Carson  
                          David Felpel                   Bradley Book                   Sandra Clark  
                          James Rice

Others Present:       Bruce Ryder, Mayor                   David Esh  
                          Nick Ferretti, Police Chief           John Stoltzfus  
                          Rachel Curry, LNP News               Scott Weichler  
                          Kevin Cramer                         Ervin Fisher  
                          Joe Stoltzfus                         Kelly Osborne  
                          Nathan Claycomb                     Denise Claycomb

**CALL TO ORDER:** The meeting was held at the Strasburg Borough Municipal Office, 145 Precision Avenue, Strasburg, PA. 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:** None.

**MINUTES OF MAY 14, 2024:** A motion was made by Ray Garraffa to approve the minutes of the May 14, 2024 meeting as printed. Member Dave Carson seconded the motion and passed with members Garraffa, Carson, Felpel, Book, and Clark casting assenting votes. Members Chiodo and Rice abstained from voting because they were not in attendance for the meeting.

**REPORTS:**

**Mayor** – Mayor Ryder had nothing to report.

**President** – The President had nothing to report.

**Manager** – The Borough Manager’s written report was received and accepted. The report contained updates on the following items: 1) Authority updates – they entered into a long-term lease with Verizon for a cell tower behind the reservoir and construction is in progress, the auction for the sale of 1305 Village Road is scheduled for July 11, 2024 at 5 pm, and they continue to work with DEP to locate a water source at the Springs. 2) Submitted a grant for the Eshelman Run Phase II streambank restoration project. 3) The old PNC bank building sold to Stoltzfus Realty. 4) The Planning Commission met on June 3 to review a minor subdivision/lot add-on for 11 and 17 West Main Street. 5) The Phase 1 stormwater plan is in final form and we received final approval from the Conservation District and PennDOT. Continue to work with the affected property owners. 6) The 2024 YTD interest received in all funds is \$113,486.40. 7) The Hometown Hero Banners have been installed and we have received positive feedback.

**Police** – The Police Department’s report for May 2024 was received and accepted. Chief Ferretti reported that the Department started the Civil Service promotional process and had one candidate. That candidate passed the oral review board and psychological review. The Civil Service Commission certified the list and will be presented to Borough Council at their July meeting.

**Public Works** – The Public Works report for May 2024 was received and accepted.

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**Zoning Officer** – The Zoning Officer’s report for May 2024 was received and accepted.

**Engineer** – The Engineer’s report for May 2024 was received and accepted.

**CONSENT AGENDA:** A motion was made by James Rice, seconded by Sandra Clark, and passed unanimously to approve the following items on the Consent Agenda:

Payment of Bills in the amount of \$216,722.08

Historical Architectural Review Board Certificates of Appropriateness – 2 Miller Street, 1 East Main Street, and 37 West Main Street

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**June 17, 2024 Zoning Hearing Board Meeting – Consider taking a position on the June 17, 2024 Zoning Hearing Application:** President Chiodo asked if the applicants wanted to provide any additional information since they were in attendance. Nathan and Denise Claycomb, who own Joe on the Go coffee truck at 2 Miller Street, stated that they desired to convert the existing bank drive-through to a drive-through restaurant to better accommodate their guests. They also plan to use the existing walk-up window. They plan to develop the inside to a café as the business grows, understanding that will require additional future approvals. He stated that they have sufficient parking based on their discussions with the Zoning Officer. They studied the existing drive-through lane length and found that it holds 11 vehicles. At their existing location, the maximum guests they have had at one time is five and they can serve those five guests within 6-8 minutes. Mayor Ryder noted that the building has the existing drive-up windows and he believes it is important for that building to continue to be used without extensive remodeling.

A motion was made by James Rice, seconded by Ray Garraffa, and passed unanimously to take a neutral position until additional information is obtained regarding the June 17, 2024 Zoning Hearing for Nathan & Denise Claycomb to convert the existing bank drive-through windows to a drive-through restaurant.

**OTHER BUSINESS:** None.

**CITIZENS’ COMMENTS:** Scott Weichler stated that Strasburg Fire Company appreciates Borough Council’s financial support and they are outside with their new Engine 5 firetruck for people to see and ask questions.

**ADJOURNMENT:** A motion was made by James Rice, seconded by Bradley Book, and passed unanimously to adjourn the meeting at 7:20 p.m.

Respectfully submitted,

Nick Ferretti  
Police Chief

**2024-21**  
**STRASBURG BOROUGH COUNCIL**  
**July 9, 2024**  
**MINUTES**

Members Present:	Ray Garraffa	Dave Carson	David Felpel
	Bradley Book	Sandra Clark	James Rice
Others Present:	Bruce Ryder, Mayor		Diane Krout
	Steve Echternach, Borough Manager		John Dobish
	Nick Ferretti, Police Chief		Sam Echternach
	Kyle Kutz, LNP News		Scott Weichler
	Jennifer Neidinger		Ryan Neidinger
	Paige Neidinger		Aubrey Rapant
	Teagan Metz		Thomas Murray
	Matthew Neidinger		Marilyn Weaver
	LaJune Ranck		

**CALL TO ORDER:** The meeting was held at the Strasburg Borough Municipal Office, 145 Precision Avenue, Strasburg, PA. Council Vice President Ray Garraffa called the meeting to order at 7:00 p.m., followed by the salute to the flag. Vice President Garraffa announced that the meeting is being audiotaped and maintained until the minutes are approved. The Borough Manager took roll call.

**REQUESTS TO BE HEARD:**

**Diane Krout – Speckled Hen Parking:** Diane Krout was in attendance and stated that it was her understanding Speckled Hen was required to produce more parking on their property before opening their upstairs for additional seating. She stated that the additional parking has not been installed and they do not have sufficient parking for their customers and they require their employees to park on the street which causes parking issues for the neighbors. She provided a photo showing yellow curbing across from Speckled Hen but has been told by the Borough that the curbing should not be painted yellow and is not a restricted parking area.

The Borough Manager stated that the Zoning Hearing Board had denied an extension. The Zoning Officer issued the permit based on advice from legal counsel. The Borough is working with Speckled Hen to gain access to Charter Homes stormwater basin for the Authority’s project. The stormwater improvements are planned to begin this year. The Borough Manager stated that the Borough will paint over the incorrect yellow curbs to unrestrict parking and the parking lot will be installed after the agreements are completed.

**MINUTES OF JUNE 11, 2024:** A motion was made by Jim Rice, seconded by Dave Carson and passed unanimously to approve the minutes of the June 11, 2024 meeting as corrected.

**REPORTS:**

**Mayor –** Mayor Ryder had nothing to report.

**President –** The President had nothing to report.

**Manager –** The Borough Manager’s written report was received and accepted. The report contained updates on the following items: 1) Authority updates – the final waterline project payment has been made, we continue to work with DEP/PES to locate another water source, Verizon began construction of the cell tower at the Treatment Plant, and the property at

## 2024-22

1305 Village Road will be sold at public auction on July 11, 2024 at 5:00 pm. 2) We are waiting on the grant award for the Eshelman Run Phase II grant. 3) The Zoning Hearing Board approved Joe on the Go to utilize the drive-through at 1 East Main Street as part of his coffee business. No additional action is required by Borough Council. 4) The Planning Commission will meet in August. 5) The first tenant is moving into the apartments at the old Strasburg Elementary school next week. They retained some of the historic aspects of the old school and he is pleased with the outcome. 6) Working on finalizing easements for the stormwater project. 7) He continues to work with Charter Homes to have them complete everything in their development by the end of this construction season. 8) The 2024 year-to-date interest received in all funds is \$137,059.33. 9) Four items were sold on Municibid in June – three street pole banners and one fire hydrant for a total of \$114.00. 10) The paving company milled Sunset, Susan, Mindy, and Canterbury on Monday and will pave one day next week.

**Police** – The Police Department’s report for June 2024 was received and accepted.

**Public Works** – The Public Works report for June 2024 was received and accepted.

**Zoning Officer** – The Zoning Officer’s report for June 2024 was received and accepted.

**Engineer** – The Engineer’s report for June 2024 was received and accepted.

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

Payment of Bills in the amount of \$290,559.69

Resolution 2024-7, Strasburg Fire Company No. 1 Support Activities

**UNFINISHED BUSINESS:** None

### **NEW BUSINESS:**

**Civil Service Sergeant Promotional List – Consider a motion to accept the Civil Service Commission’s Sergeant Promotional List:** The Police Chief stated that the Civil Service Commission went through the required civil service promotional process. There was one applicant, Officer Matthew Neidinger, and he passed the Civil Service promotional testing and is the single candidate on the Civil Service Sergeant Promotional List.

A motion was made by Dave Carson, seconded by Bradley Book and passed unanimously to accept the Civil Service Commission’s Sergeant Promotional List.

**Sergeant Promotion - Consider a motion to appoint the selected candidate to the Sergeant position effective July 9, 2024:** A motion was made by Jim Rice, seconded by Dave Carson and passed unanimously to appoint Matthew Neidinger to the position of Sergeant effective July 9, 2024. Matt’s wife, Jennifer, was welcomed and came up to pin the Sergeant badge on Sgt. Neidinger.

**PA HB2341, Speed Timing Devices – Consider a motion to authorize the Borough Manager to submit a letter to the PA House of Representatives endorsing House Bill No. 2341 regarding speed timing devices:** The Borough Manager stated that this house bill is to change the required calibration frequency of the speed timing equipment from every 60 days to once annually. Chief Ferretti added that and the bill is supported by the calibration companies and that the equipment either works accurately or doesn’t work at all, resulting in it being repaired by the calibration company.

A motion was made by Jim Rice, seconded by Dave Carson and passed unanimously to authorize the Borough Manager to submit a letter to the PA House of Representatives and Senate endorsing House Bill No. 2341 regarding the calibration frequency of speed timing devices.

**Green & Healthy Homes – Consider a motion to allow future Green & Healthy Homes Lead Remediation Historical Architectural Review Board applications to be**

**administratively approved:** The Borough Manager stated that this matter was reviewed by HARB at their June 4, 2024 meeting and they agreed that if lead mitigation is needed through the Green & Healthy Homes Lead Remediation program (child with lead poisoning), the only way to remediate the lead is to replace the window. In order to streamline the time-sensitive repairs for applications under the Green & Healthy Homes Lead Remediation Program, HARB recommended administratively approving window replacement requests with the same wooden windows that were previously approved by HARB with the condition that the specifications for every application are reviewed by a HARB member.

A motion was made by Dave Carson, seconded by Sandra Clark and passed unanimously to allow future Green & Healthy Homes Lead Remediation HARB applications to be administratively approved.

**OTHER BUSINESS:** None.

**CITIZENS' COMMENTS:** John Dobish, who lives on Pleasant View Drive, was in attendance and complained about fireworks. Chief Ferretti stated that the Department's policy specifically for the 4<sup>th</sup> of July has been to only respond to reported complaints and only one complaint was reported and investigated this year. Mayor Ryder stated that he understands Mr. Dobish's frustration but noted that current laws require an officer to catch the offender in the act and everyone goes inside as soon as a police car arrives. Scott Weichler stated that the Strasburg Fire Company did not have any fire calls due to fireworks this year.

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

Respectfully submitted,

Steve Echternach  
Borough Manager

**2024-24**  
**STRASBURG BOROUGH COUNCIL**  
**August 13, 2024**  
**MINUTES**

Members Present:	Mike Chiodo	Ray Garraffa	Dave Carson
	Bradley Book	Sandra Clark	James Rice
Others Present:	Bruce Ryder, Mayor		Dave Esh
	Steve Echternach, Borough Manager		Kelly Osborne
	Nick Ferretti, Police Chief		Kyle Kutz, LNP News

**CALL TO ORDER:** The meeting was held at the Strasburg Borough Municipal Office, 145 Precision Avenue, Strasburg, PA. 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 9, 2024:** A motion was made by Ray Garraffa, seconded by Jim Rice and to approve the minutes of the July 9, 2024 meeting as printed. Motion carried with members Garraffa, Carson, Book, Clark, and Rice casting assenting votes. Mike Chiodo abstained from voting because he was not in attendance for the meeting.

**REPORTS:**

**Mayor** – Mayor Ryder had nothing to report.

**President** – The President had nothing to report.

**Manager** – The Borough Manager’s written report was received and accepted. The report contained updates on the following items: 1) Authority updates – continue to work with the DEP/PES program for a new well, sold the property at 1305 Village Road by auction for \$350,000, looking at the feasibility of upgrades for the pump stations and is pursuing the upgrade for Pump Station 2. 2) Grants – have submitted additional information regarding the Eshelman Run Phase II grant. 3) AMS completed the ultra-thin bonded wearing course paving of Sunset, Susan, Mindy, and Canterbury and inspection and comments are appreciated. 4) The PHMC is anticipated to reopen the historic marker program at the end of the year and we are ready to submit the paperwork for the Honorable Herbert Millen marker at the Square. 5) Jim Kiscaden’s memorial golf tournament is scheduled next month. 6) 54 West Main Street – there has been a stormwater drainage issue there for a long time and we are working with professionals to mitigate the problem. 7) USPS asked us to change our ordinance for parking in the Olde Town neighborhood because they can’t deliver the mail due to parking. The Manager suggested they consider installing cluster boxes and the Police Chief supports that recommendation. It was the consensus of Council for the office to advise the neighborhood that the USPS is considering installing cluster boxes and for them to contact the borough if they have any comments. 8) Strasburg Restoration & Preservation Inc. is a non-profit that was created to provide low-cost loans for residential Strasburg properties that were built prior to WWII, including rental units. Their loan money was obtained by a grant in 2007. The Borough has been approached by the remaining board to gain our interest in taking over the program because their two remaining members are getting older. It was the consensus of the Council for the Manager to check with the auditor, County, and solicitor to see if there are any issues for the Borough.

**Police** – The Police Department’s report for July 2024 was received and accepted.

**Public Works** – The Public Works report for July 2024 was received and accepted.

**2024-25**

**Zoning Officer** – The Zoning Officer’s report for July 2024 was received and accepted.

**Engineer** – The Engineer’s report for July 2024 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 \$194,026.01

2025 Budget Calendar

Quarryville Borough Fire Police Request–Solanco Fair Parade 9/18/24, rain date 9/19/24

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Second Quarter Treasurer Report & Fiscal Update – Consider a motion to accept the Second Quarter Treasurer Report and file for audit:** The Borough Manager reviewed the second quarter Treasurer’s report and stated that he believes we are in a good financial position and will be beginning the 2025 budget process. A motion was made by Jim Rice, seconded by Ray Garraffa and passed unanimously to accept the second quarter 2024 Treasurer’s Report and file for audit.

**Zoning Issues/Concerns, Hampden Drive – Consider a motion to direct staff to start the process of updating the Zoning Ordinance and Zoning Map:** The Borough Manager reported that it was recently discovered that the townhouses on Hampden Drive were incorrectly zoned R-2 back in 1991 when the Zoning Ordinance was rewritten (townhouses are not permitted in R-2. He added that during that time there were a lot of staff and board member changes. He added that four Zoning Officers issued permits for that development over the last 33 years as if they were in the R-3 Zone that permits townhouses. The Borough Manager stated that if Council approves him to proceed with the rezoning that additional needed zoning changes that have been identified over the years will be included in the update that will be reviewed. A motion was made by Ray Garraffa, seconded by Dave Carson, and passed unanimously to direct staff to start the process of updating the Zoning Ordinance and Zoning Map.

**OTHER BUSINESS:** Mike Chiodo stated Ann Carter, the part-time office assistant, has stepped down from her position. He publicly thanked her for her service to the Borough of Strasburg. The Borough Manager added that she was an excellent research assistant.

**CITIZENS’ COMMENTS:** None.

**ADJOURNMENT:** A motion was made by Jim Rice, seconded by Dave Carson, and passed unanimously to adjourn the meeting at 7:45 p.m.

Respectfully submitted,

Steve Echternach  
Borough Manager

**2024-26**  
**STRASBURG BOROUGH COUNCIL**  
**September 10, 2024**  
**MINUTES**

Members Present:	Mike Chiodo	Ray Garraffa	Bradley Book
	Sandra Clark	James Rice	David Felpel
Others Present:	Bruce Ryder, Mayor		Dave Esh
	Steve Echternach, Borough Manager		John Mroz
	Nick Ferretti, Police Chief		Scott Weichler
	Gary Fromm		

**CALL TO ORDER:** The meeting was held at the Strasburg Borough Municipal Office, 145 Precision Avenue, Strasburg, PA. 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.

**REQUIRED ANNUAL MS4/STORMWATER TRAINING:** The Borough Manager conducted the annual required MS4 stormwater training/public meeting by showing and discussing a Penn State Extension video titled “What is a MS4?”

**MINUTES OF AUGUST 13, 2024:** A motion was made by Jim Rice, seconded by Ray Garraffa and passed unanimously to approve the minutes of the August 13, 2024 meeting as printed.

**REPORTS:**

**Mayor** – Mayor Ryder had nothing to report.

**President** – The President had nothing to report.

**Manager** – The Borough Manager’s written report was received and accepted. The report contained updates on the following items: 1) The ad-hoc HARB Design Guidelines Committee met multiple times and is reviewing possible ordinance and guideline updates; 2) The Authority continues working on finalizing the new well through the DEP/PES program, had settlement for the sale of 1305 Village Road, and is beginning the process to upgrade sewage Pump Station 2; 3) the 2024 year-to-date interest received over all funds is \$184,228.01; 4) is waiting for guidance from Lancaster County, the auditors, and the Solicitor regarding the Strasburg Restoration & Preservation Inc. loan program; 5) continues to work on interim and permanent resolutions for the stormwater issue at 54 West Main Street; 6) Responses were received from the residents and owners of the Olde Town development regarding cluster mailboxes – the majority of responses were against the proposal and the Manager will notify the USPS that the Borough does not support the cluster mailboxes; and 7) He continues to have meetings for stormwater projects and is putting together a bid package for the Authority to move some work forward.

**Police** – The Police Department’s report for August 2024 was received and accepted. Chief Ferretti stated the Department is in the final stages of accreditation and the assessment is scheduled the beginning of October. He thanked Borough Council for their support, his officers

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for their cooperation in this process, and Police Clerk Kayla Garver for doing a great job as accreditation manager.

**Public Works** – The Public Works report for August 2024 was received and accepted.

**Zoning Officer** – The Zoning Officer’s report for August 2024 was received and accepted.

**Engineer** – The Engineer’s report for August 2024 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 bills totaling \$204,000.17.

### **UNFINISHED BUSINESS:**

**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 Jim Rice, seconded by Ray Garraffa, and passed unanimously to approve a one-year time extension for Speckled Hen Coffee Land Development Plan.

### **NEW BUSINESS:**

**Acknowledgement of 2025 Pension Minimum Municipal Obligations (MMOs) – Consider a motion to acknowledge the 2025 Minimum Municipal Obligations (MMOs):** The Borough Manager stated that the MMO’s were prepared by the Duda Actuarial Consulting. A motion was made by Ray Garraffa, seconded by Jim Rice, and passed unanimously to acknowledge the 2025 Minimum Municipal Obligations (MMOs).

**LGH Fulton Bank Letter of Credit Closure – Consider a motion to approve the closure of LGH’s Letter of Credit from Fulton Bank:** The Borough Manager stated that LGH changed banking institutions and new letters of credit for the Borough and Authority have been received from PNC Bank but Borough Council needs to authorize the release of the Fulton Bank Letter of Credit. A motion was made by Ray Garraffa, seconded by Sandra Clark, and passed unanimously to approve the closure of LGH’s Letter of Credit from Fulton Bank.

**September 16, 2024 Zoning Hearing Board Meeting – Consider taking a position on the September 16, 2024 Zoning Hearing Applications:** A motion was made by Ray Garraffa, seconded by Jim Rice and passed unanimously regarding the application of 1136 Hampden Drive to authorize the Solicitor to write a position statement that Council supports the interpretation of the zoning as-is and the applicant should demonstrate that there is a hardship and the affected neighbors should be in agreement if it is accepted.

A motion was made by Jim Rice, seconded by Sandra Clark, and passed unanimously to support the Zoning Hearing application of Prospect Road Associates LLC for the Borough’s 3.5 acres of the property’s 19.32 acres, noting that this has been reviewed by the Borough’s Planning Commission and allows for these four lots be consistent with the rest of the development.

It was the consensus of the members to take a neutral position regarding the application of Kelly M. & Jason W. Stoltzfus for the family daycare at 251 Miler Street.

A motion was made by Ray Garraffa, seconded by Bradley Book, and passed unanimously to support the Zoning Hearing application of BRE Strasburg, LLC for wall signs at 114 Franklin

**2024-28**

Street only if each of the signs are reduced to half their submitted size and made to look more artistic.

Mayor Ryder will attend the Zoning Hearings to enter Borough Council's positions.

**OTHER BUSINESS:** None.

**CITIZENS' COMMENTS:** None.

**ADJOURNMENT:** A motion was made by Ray Garraffa, seconded by Jim Rice, and passed unanimously to adjourn the meeting at 8:00 p.m.

Respectfully submitted,

Steve Echternach  
Borough Manager

**2024-29**  
**STRASBURG BOROUGH COUNCIL**  
**October 8, 2024**  
**MINUTES**

Members Present:     Mike Chiodo                     Ray Garraffa                     Bradley Book  
                                 Sandra Clark                     James Rice                     David Felpel  
                                 Dave Carson

Others Present:        Bruce Ryder, Mayor                     Dave Esh  
                                 Steve Echternach, Borough Manager     John Mroz  
                                 Nick Ferretti, Police Chief                 Scott Weichler

**CALL TO ORDER:** The meeting was held at the Strasburg Borough Municipal Office, 145 Precision Avenue, Strasburg, PA. 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 10, 2024:** A motion was made by Ray Garraffa and seconded by Jim Rice to approve the minutes of the September 10, 2024 meeting as printed. Motion carried with members Chiodo, Garraffa, Book, Clark, Rice, and Felpel casting assenting votes. Member Carson abstained from voting because he was not in attendance for the meeting.

**REPORTS:**

**Mayor** – Mayor Ryder congratulated Chief Ferretti and the Strasburg Police Department for completing a successful accreditation assessment. He added that the assessment team had a lot of compliments and are making a recommendation that the accreditation be approved. He thanked Police Clerk Kayla Garver for her hard work on the project. Chief Ferretti thanked Borough Council for their support of the accreditation, Kayla Garver for the paperwork administration, and the officers for their work and support. He added that annually they need to provide three proofs for every standard and are reassessed every three years.

**President** – The President stated that the Historic Design Guidelines ad-hoc committee continues to meet to refine design guidelines and has also been working on revisions to the ordinance to be consistent with the guidelines. The next steps with the ordinance are legal review, review by HARB and Borough Council as a whole, and a public hearing before any changes are made. The process is taking longer than expected because it is the committee’s desire to ensure the amended ordinance and guidelines are consistent so the outcome is beneficial to the preservation of our Historic District.

**Manager** – The Borough Manager’s written report was received and accepted. The report contained updates on the following items: 1) The Authority made the difficult decision to increase water and sewer rates by 10% effective October 1, 2024, which will be reflected on the bills the customers receive in January 2025. It was noted that water rates had not been raised since 2013 and sewer rates since 2019. With our increase compared to other current Lancaster County Boroughs, Strasburg’s minimum rates are 7<sup>th</sup> lowest out of 10. 2) The 2024 year-to-date interest received over all funds is \$207,198.23. 3) Charter Homes completed some sewer repairs and we continue to move forward with necessary easements and paperwork to begin the East

## 2024-30

Main Street stormwater improvements. 4) The Borough Banquet is scheduled for November 14, 2024. 5) Had a collaboration call with PennDOT regarding the stormwater at 54 West Main Street and is exploring options with the Borough Engineer.

**Police** – The Police Department’s report for September 2024 was received and accepted. Chief Ferretti stated that they had a very successful rescheduled National Night Out on October 1, 2024. Mayor Ryder stated that he was happy that the highest type of police calls for service were building checks, which is proactive policing.

**Public Works** – The Public Works report for September 2024 was received and accepted.

**Zoning Officer** – The Zoning Officer’s report for September 2024 was received and accepted.

**Engineer** – The Engineer’s report for September 2024 was received and accepted.

**PAYMENT OF BILLS:** A motion was made by Jim Rice, seconded by Dave Carson, and passed unanimously to approve the payment of the bills dated 9/10, 9/18, 9/24, and 10/1/2024.

**UNFINISHED BUSINESS:** None.

### **NEW BUSINESS:**

**Review of 2025 Draft Budget and Capital Improvements Program – Discussion only:** The Borough Manager provided the 2025 draft budget, memorandum, and additional information for Council’s review. The 2024 donations have been paid, the 2025 draft budget does not include a tax increase, and projects an 11.1% 2025 ending fund balance. As done the last several years, he will have recommendations at the December meeting for additional reserve fund and/or one-time donation allocations. The 2025 Capital Improvement Projects were reviewed. He asked for Council’s direction on repaving North Jackson Street because the sewer force main has not been replaced (because the Authority’s priority is repairing Sewage Pump Station 2) and the stormwater improvements have not been made. Mayor Ryder suggested North Jackson Street should have a pavement overlay if there is enough curb reveal. The Borough Manager will investigate potential stormwater improvements. Compared to other Lancaster County Boroughs, Strasburg’s 2024 tax rate is the 16<sup>th</sup> lowest out of 19. He also reviewed the 2010-2024 Pension Fund distressed level spreadsheets, commending Council for changing investors and depositing additional funds to move Strasburg Borough from the highest distressed pension fund in Lancaster County in 2012 and 2014 to the 37<sup>th</sup> lowest distressed in 2024. The Preliminary Budget and 2025 Capital Improvements Program will be reviewed at the November 12, 2025 Council meeting.

**OTHER BUSINESS:** None.

**CITIZENS’ COMMENTS:** None.

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

Respectfully submitted,

Steve Echternach  
Borough Manager

**2024-31**  
**STRASBURG BOROUGH COUNCIL**  
**November 12, 2024**  
**MINUTES**

Members Present:	Mike Chiodo	Ray Garraffa	Bradley Book
	James Rice	David Felpel	Dave Carson
Others Present:	Bruce Ryder, Mayor		Dave Esh
	Steve Echternach, Borough Manager		John Mroz
	Nick Ferretti, Police Chief		Todd Smeigh
	Kyle Kutz		

**CALL TO ORDER:** The meeting was held at the Strasburg Borough Municipal Office, 145 Precision Avenue, Strasburg, PA. 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 OCTOBER 8, 2024:** A motion was made by Jim Rice, seconded by Ray Garraffa, and passed unanimously to approve the minutes of the October 8, 2024 meeting as printed.

**REPORTS:**

**Mayor** – Mayor Ryder stated that they are working on an update to the Traffic Ordinance. He asked for Borough Council’s position regarding the two-hour parking at the Square. Members were asked to think about the options and provide them with feedback.

**President** – The President had nothing to report.

**Manager** – The Borough Manager’s written report was received and accepted. The report contained updates on the following items: 1) The annual tree lighting will be held on Friday, December 6, 2024, beginning at 5:30 pm. 2) The Authority continues to work on the additional water source through the DEP/PES program. We are working with SRBC on the relicensing of the Fisher Well. The Authority is beginning the process of upgrading Pump Station 2. 3) The Zoning Hearing Board issued the following decisions: 114 Franklin Street signs – the applicant provided some modifications and was approved. Prospect Road Associates – approved four units. 4) He continues to work on the Charter Homes easements. 5) The 2024 year-to-date interest received in all funds is \$230,910.82. 6) A temporary solution to address the water at 54 West Main Street is being tested and appears to be working. 7) He has met with the stormwater stakeholders and the process is slowly moving forward. The easements are in final form and will be presented to the affected properties during the next month.

**Police** – The Police Department’s report for October 2024 was received and accepted.

**Public Works** – The Public Works report for October 2024 was received and accepted.

**Zoning Officer** – The Zoning Officer’s report for October 2024 was received and accepted.

**Engineer** – The Engineer’s report for October 2024 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 the Bills in the amount of \$195,235.72

Historical Architectural Review Board Certificates of Appropriateness – 28 Miller Street, 228 Miller Street, and 1 West Main Street  
2025 Meeting Schedule

**UNFINISHED BUSINESS:**

**Marnik Holdings, LLC Final Lot Add-On and Land Development Plan Time Extension - Consider a motion to approve a one-year time extension for the Marnik Holdings, LLC Final Lot Add-On and Land Development Plan:** The Borough Manager stated that a letter was received from Saxinger & Associates, Inc., requesting a one-year time extension and the Borough Solicitor recommends approving the extension.

A motion was made by Dave Felpel, seconded by Ray Garraffa, and passed unanimously to approve a one-year time extension for the Marnik Holdings, LLC Final Lot Add-On and Land Development Plan.

**2025 Capital Improvements Program – Consider a motion to approve the 2025 Capital Improvements Program:** The Borough Manager reviewed the 2025 Capital Improvements Program and the changes since last month.

A motion was made by Ray Garraffa, seconded by Bradley Book, and passed unanimously to approve the 2025 Capital Improvements Program.

**2025 Preliminary Budget and Authorization to Advertise for Public Inspection – Consider a motion to approve the 2025 Preliminary Budget and authorize staff to advertise for public inspection:** The Borough Manager reviewed his preliminary budget memorandum. He pointed out that, after consultation with the Authority, the split for the Public Works staff-related expenses have been adjusted from 15% general, 40% water, and 45% sewer to 20% general, 45% water, and 35% sewer. This split will continue to be examined for the 2026 budget. He stated that he will provide reserve fund allocation recommendations at the next meeting.

A motion was made by Ray Garraffa, seconded by Jim Rice, and passed unanimously to approve the 2025 Preliminary Budget and authorize staff to advertise for public inspection.

**NEW BUSINESS:**

**Strasburg Properties, LLC Subdivision/Lot Add-On, 11 & 17 West Main Street – Consider a motion to approve Strasburg Properties, LLC’s Subdivision/Lot Add-on Application:**

Todd Smeigh, with DC Gohn Associates, was in attendance to provide an update regarding the project. He stated that the plan was recommended for approval at the June 3, 2024 Planning Commission and was delayed for a title search and then last living owner passed away. The project is now being moved forward by Strasburg Properties LLC’s attorney and the executors of the estate. Access easements have been provided for 15 West Main Street.

Ray Garraffa made a motion, seconded by Bradley Book, and passed unanimously to approve Strasburg Properties LLC’s Subdivision/Lot Add-on Application for 11 & 17 West Main Street conditioned on the applicant addressing all Borough Solicitor and Engineer comments.

**Review Terms Expiring List – Consider a motion authorizing borough staff to send reappointment letters to selected board members:** A motion was made by David Felpel, seconded by Jim Rice, and passed unanimously to authorize the borough staff to contact the board members whose terms are expiring to see if they are interested in seeking reappointment.

**Resolution 2024-8 - Appointment of Mark Deimler as Strasburg Borough Sewage Enforcement Officer:** A motion was made by Jim Rice, seconded by Ray Garraffa, and passed unanimously to appoint Solanco Engineering Associates/Mark Deimler as Strasburg Borough's Sewage Enforcement Officer.

**OTHER BUSINESS:** None.

**CITIZENS' COMMENTS:** None.

**ADJOURNMENT:** A motion was made by Ray Garraffa, seconded by Bradley Book, and passed unanimously to adjourn the meeting at 7:40 p.m.

Respectfully submitted,

Steve Echternach  
Borough Manager

**2024-34**  
**STRASBURG BOROUGH COUNCIL**  
**December 10, 2024**  
**MINUTES**

Members Present:     Mike Chiodo             Bradley Book             James Rice  
                                 David Felpel             Dave Carson             Sandra Clark

Others Present:       Bruce Ryder, Mayor             Scott Weichler  
                                 Steve Echternach, Borough Manager     John Mroz  
                                 Nick Ferretti, Police Chief             Joe Deevy  
                                 Kyle Kutz

**CALL TO ORDER:** The meeting was held at the Strasburg Borough Municipal Office, 145 Precision Avenue, Strasburg, PA. 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 12, 2024:** A motion was made by Jim Rice, seconded by Bradley Book, and passed unanimously to approve the minutes of the November 12, 2024 meeting as printed.

**REPORTS:**

**Mayor** – Mayor Ryder had nothing to report.

**President** – The President had nothing to report.

**Manager** – The Borough Manager’s written report was received and accepted. The report contained updates on the following items: 1) The annual tree lighting was held on December 6, 2024. It was a very successful event with an estimated 500 attendees. 2) The Authority continues to work on the additional water source through the DEP/PES program and the engineering for the Pump Station 2 upgrades. The relicensing of the Fisher Well is on SRBC’s December 12, 2024 docket. 3) No grant updates as the Commonwealth Financing Commission canceled their last meeting. 4) The 2024 year-to-date interest received in all funds is \$252,505.33. 6) Based on the recommendation of our Arborist, the Bradford Pear trees in the Square need to be removed and funds are included in the 2025 budget. The Tree Committee will provide replacement recommendations. 7) Bryce Johnson, a local resident and Eagle Scout, has been hired as a Public Works Employee and will start January 6, 2025.

**Police** – The Police Department’s report for November 2024 was received and accepted.

**Public Works** – The Public Works report for November 2024 was received and accepted.

**Zoning Officer** – The Zoning Officer’s report for November 2024 was received and accepted.

**Engineer** – The Engineer’s report for November 2024 was received and accepted.

## 2024-35

**CONSENT AGENDA:** A motion was made by James Rice, seconded by Sandra Clark, and passed unanimously to approve the following items on the Consent Agenda:

Payment of the Bills in the amount of \$451,589.37

Historical Architectural Review Board Certificate of Appropriateness – 230 Miller Street  
Resolution 2024-9 Fire Company Activities for 2025

Resolution 2024-10 Fee Schedule

Resolution 2024-11 Police Pension Plan Contributions

Appointment/Reappointment of Borough Board Members - Murl Clark, Planning Commission; Ray Garraffa, Borough Authority; Len Ferber, HARB; Brad Botchlet, Mary Dresser, & Gil Pratt, Tree Committee; Dave Carson, Civil Service.

**UNFINISHED BUSINESS:** None.

### **NEW BUSINESS:**

**2024 Budget Reallocation – Consider a motion to adopt the Manager’s budget reallocation of funds from the 2024 operational budget to reserve funds:** The Borough Manager stated that there is \$50,000 to be reallocated from the 2024 operational budget which still leaves a 10% General fund ending balance in 2025. A motion was made by Dave Carson, seconded by James Rice, and passed unanimously to approve the following reallocation of funds from the 2024 budget to the following categories: \$10,000 to Fund 30, Public Works Equipment/Building Reserve; \$10,000 to Fund 31, Building/Office Equipment Reserve; \$10,000 to Fund 40, Street/Stormwater/Sidewalk Reserve; \$10,000 to Fund 85, Legal Fee Reserve, \$5,000 to Fund 73, Fire Equipment Reserve; and \$5,000 to LEMSA for their capital campaign.

**2025 Final Budget – Consider a motion to approve the 2025 Final Budget:** The Borough Manager stated that this is the second year that ACTS Covenant Fellowship gave a \$2,000 donation and he administratively earmarked those funds to the Civic Celebration Fund. He also stated that the Borough and Authority continue to earn good interest on funds due to their wisdom to move funds to PLGIT, the 2025 budget is a balanced budget that does not include a property tax increase, the health insurance renewal was an 8.4% increase, and has a 2025 10% General fund ending balance. A motion was made by Sandra Clark, seconded by Dave Carson, and passed unanimously to approve the 2025 Final Budget.

**Resolution 2024-12 – Tax Levy 2025, No Rate Change – Consider a motion to adopt Resolution 2024-12, Tax Levy 2025, No Rate Change:** A motion was made by Dave Carson, seconded by Bradley Book, and passed unanimously to adopt Resolution 2024-12, Tax Levy 2025, which does not include a tax increase for the Borough of Strasburg and keeps the tax rate at 3.03 mills.

**Strasburg Heritage Society Lot Add-On Plan – Consider a motion to approve Strasburg Heritage Society’s Lot Add-On Plan:** The Borough Manager stated that the Strasburg Heritage Society submitted a lot add-on plan to swap portions of land with two neighboring properties to square up the lot configuration of three properties (Strasburg Heritage Society, Jim Kepiro, and John Hess). The Borough Manager stated that the plan has been reviewed and recommended for approval by the Strasburg Borough Planning Commission, Borough Solicitor, Borough Engineer, and Zoning Officer. Joe Deevy stated that the Heritage Society’s current lot configuration is not usable because it gets very narrow and they have talked about developing it into a garden area without structures in the future.

## 2024-36

A motion was made by Sandra Clark, seconded by James Rice, and passed unanimously to approve the Strasburg Heritage Society's Lot Add-On Plan Application conditioned upon the Borough Solicitor, Borough Engineer, and the Lancaster County Planning Commission review comments being satisfied.

A motion was made by Dave Carson, seconded by Bradley Book, and passed unanimously to waive the application fee but not the consultation fees for the Strasburg Heritage Society Lot Add-on Plan.

### **OTHER BUSINESS:**

**Audit Information/Update:** The Borough Manager stated that the Borough is required to complete annual audits and we learned last week that our 20-year auditor is no longer doing governmental audits but they would provide our file information to a new auditor. He stated that the Strasburg Fire Company started using Brown Plus to do their audits a few years ago and he contacted them to obtain a proposal to complete the Borough's audits, noting that there is not sufficient time to issue a Request for Proposals. Because we are satisfied with how Brown Plus has handled the Strasburg Fire Company audits and because they stated they could add us as a client and meet the audit deadlines, he obtained a quote from them for the Borough and Authority audits. The quote is comparable to what we were paying our previous auditor and he recommends we proceed with Brown Plus for our 2024 audit.

President Chiodo thanked the Borough Manager, the Police Department and all the staff for all the hard work done throughout the year.

**CITIZENS' COMMENTS:** None.

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

Respectfully submitted,

Steve Echternach  
Borough Manager