

**ELIZABETHTOWN BOROUGH COUNCIL  
REORGANIZATION MEETING  
January 2, 2024  
Minutes**

The Reorganization Meeting of Elizabethtown Borough Council was held on Tuesday, January 2, 2024 at the Borough Office.

Mayor Mummert administered the oath of office to Jeffrey McCloud, Andrew Schoenberger, and Jeffrey Winterborne before calling the meeting to order at 6:03 PM.

Present were Councilmembers Lanty Moss, Andrew Schoenberger, J. Marc Hershey, Jeff McCloud, Jay Hynicker, and Jeff Winterborne. Also present were Borough Manager Ann Roda, Assistant Borough Manager Pamela Roberts, Elizabethtown Police Lieutenant Shane Deardorff, Elizabethtown Police Chief Derek Koch, and Mayor Mummert.

**Chief of Police Loyalty Oath**

Mayor Mummert administered the loyalty oath to Derek Koch. Following the loyalty oath, Chief of Police Koch thanked Borough Council for the opportunity to keep the community a safe place. He also thanked the officers present at the meeting for their support and stated that he will work to make the department a great place to work.

**Nominations and Election of Council President & Vice President**

Mayor Mummert opened the floor for nominations for Council President. Councilmember Hynicker nominated J. Marc Hershey to serve as Council President for calendar years 2024-2025. With no further nominations, Mayor Mummert called for a vote. Borough Council unanimously voted to elect Councilmember J. Marc Hershey as President.

Mayor Mummert asked for nominations for Council Vice President. President Hershey nominated Jeff McCloud to serve as Council Vice President for calendar years 2024-2025. Councilmember Hynicker nominated Jeff Winterborne to serve as Council Vice President for calendar years 2024-2025. With no further nominations, Mayor Mummert called for a vote. Borough Council had a split vote with three votes for Jeff McCloud and three votes for Jeff Winterborne. To break the split vote, Mayor Mummert voted to elect Councilmember McCloud as Vice President.

Mayor Mummert then turned over control of the meeting to President Hershey.

**Borough Appointments**

Vice President McCloud motioned for approval of staff and consultant appointments for calendar years 2024-2025. Councilmember Hynicker seconded the motion. Borough Council unanimously voted to approve the following appointments:

- a) Ann Roda – Borough Manager, Secretary/Treasurer, Open Records Officer
- b) Pamela Roberts – Assistant Borough Manager, Assistant Secretary/Treasurer, Assistant

Open Records Officer

- c) Chief Derek Koch – Police Department Open Records Officer
- d) Lieutenant Jesse Schlotzhauer - Police Department Assistant Open Records Officer
- e) Pamela Roberts – Zoning Officer, Building Code Official, and Codes Compliance Official
- f) Greg Gobrecht – Assistant Zoning Officer, Building Code Official, and Codes Compliance Official
- g) Renee Olson – Codes Compliance Official
- h) Eckert, Seamans, Cherin & Mellott, – Solicitor
- i) Morgan, Hallgren, Crosswell & Kane – Solicitor
- j) Boyer and Ritter – Auditor
- k) County of Lancaster Treasurer – Tax Collector
- l) Pennsylvania Local Government Investment Trust (PLGIT) – Main Depository of Funds
- m) Lancaster Civil Engineering Company - Civil Engineer of Record
- n) Herbert, Rowland & Grubic, Inc. – Sanitary Sewer Engineer
- o) Herbert, Rowland & Grubic, Inc. – Sewage Enforcement Officer
- p) Commonwealth Code Inspection Service, Inc. – UCC Third-Party Administrator, Residential Rental Inspector

### **Appointments to Boards and Committees for Calendar Years 2024-2025**

President Hershey asked for volunteers from Borough Council to serve as the Borough's Voting Delegate and Alternate for the PA State Association of Boroughs 2024 Annual Conference set for June 2-5, 2024 in Hershey. After discussion, Borough Council determined that Councilmember Hynicker would serve as the Borough's PSAB Voting Delegate and Councilmember Schoenberger would serve as the Borough's Alternate PSAB Voting Delegate.

### **Appointments to Borough Boards and Commissions for Calendar Years 2024-2025**

Councilmember Hynicker motioned for approval of Board and Commission appointments, with the exception of the Elizabethtown Area Community Services Authority being tabled to a future meeting. Councilmember Moss seconded the motion. Borough Council unanimously voted to approve the following appointments:

<b>Appointee</b>	<b>Board/Commission</b>	<b>Appointment Term Length</b>	<b>Term Expiration</b>
Jeffrey K. McCloud	Elizabethtown Development Authority	Five-years	December 31, 2028
Phillip P. Clark	Civil Service Commission	Four-year	December 31, 2027
Everald McDonald	Elizabethtown Borough Planning Commission	Four-year	December 31, 2027

Howard Krosen	Elizabethtown Borough Representative – Greater Elizabethtown Area Recreation & Community Services (GEARS) Board	Three-year	December 31, 2026
Fred Richter	Alternate – Elizabethtown Borough Zoning Hearing Board	Three-year	December 31, 2026
Jeffrey K. McCloud	Municipal Emergency Services Authority (MESA)	Three-year	December 31, 2026
Ann Roda	Elizabethtown Borough Representative – Board of Directors, Elizabethtown Area Chamber of Commerce	Two-year	December 31, 2025
Neil Ketchum	Vacancy Board	Two-year	December 31, 2025

### **Meeting Schedule for Calendar Year 2024**

President Hershey reviewed the public meeting schedule for calendar year 2024. It was motioned by Vice President McCloud to confirm the meeting schedule for 2024 in which Borough Council will meet on the first and third Thursday of each month at 7:00 PM for a Regular Meeting. Special Budget Meetings will be held, as needed, on the second and fourth Thursday in October, November and December beginning at 6:00 PM. Councilmember Hynicker seconded the motion. By unanimous vote, Borough Council confirmed the calendar year 2024 meeting schedule.

### **Approval of Meeting Minutes**

1. After a motion by Councilmember Hynicker and second by Vice-President McCloud, Borough Council voted to unanimously approve the December 21, 2023 Public Meeting minutes.

### **Old Business**

1. Borough Manager Roda explained that Elizabethtown Borough had received \$200,000 from a CDBG grant that will be used towards a culvert replacement and railing repair at the S Chestnut Street bridge, Bridge 5. A number of bids were submitted for the project but the low bid was from JDI Site Solutions. Borough Manager Roda stated that the low bid is less than what was included in the FY 2024 budget for this project.

It was motioned by Vice-President McCloud to accept the apparent low bid from JDI Solutions LLC in the amount of \$319,737 for the Bridge 5 (S Chestnut Street) Culvert Replacement Project with the acceptance of the low bid being contingent on approval by the Lancaster County Redevelopment Authority. Councilmember Winterborne seconded the motion. By unanimous vote, Borough Council accepted the apparent low bid.

2. Borough Manager Roda stated that Lions Club had approached the Borough to request additional streets for the military banner program because they have run out of poles on Market Street and High Street. The Lions Club is proposing to hang the banners on E

College Avenue and W Bainbridge Street. President Hershey asked if it could be communicated to the Lions Club that it would be appreciated if the brackets on the poles in Millstone Plaza could be modified to coordinate with the decorative poles.

Councilmember Moss asked if there had been any more discussion about adding banners for the Medal of Honor recipients at the memorial in Community Park. Borough Manager Roda stated that staff is still looking into a solution for memorial park but that they have given permission to the Lions Club to remove the hanging baskets in order to install the Medal of Honor banners in the square.

It was motioned by Vice-President McCloud to expand the Lions Club Military Banner Project to include W Bainbridge Street from S Market Street to the Amtrak overpass and E College Avenue from S Market Street to Campus Road, with feedback from Elizabethtown College. Councilmember Schoenberger seconded the motion. By unanimous vote, Borough Council expanded the military banner program.

### **New Business**

1. Lieutenant Deardorff stated that Officer Matthew Celsky and Officer John Stewart had both successfully completed their probational period. He said that both officers have done well during their field training and the department will be happy to have them as full-time officers.

It was motioned by Councilmember Winterborne to approve the acceptance of Officer Matthew Celsky and Officer John Stewart as fulltime officers of the Elizabethtown Police Department. Councilmember Hynicker seconded the motion. By unanimous vote, Borough Council approved both gentlemen as fulltime officers of the Elizabethtown Police Department.

### **Mayor Remarks**

- Mayor Mummert presented President Hershey with an award and thanked him for 10 years of service to Elizabethtown Borough.

### **Council Remarks**

- Councilmember Winterborne thanked staff for their effort to prepare him for his term on Borough Council. He also thanked the constituents of Ward 3 for electing him to represent them.
- Councilmember Hynicker thanked the public for attending the meeting. He also expressed his thanks to previous council members who were present at the meeting.
- Councilmember Moss stated that he was looking forward to two more years on Borough Council and that he is looking forward to more military banners being hung in the Borough.
- Councilmember Schoenberger thanked staff for their help and the constituents of Ward 1 for electing him to Borough Council. He also expressed his thanks to previous council members for their years of service.

- Vice President McCloud thanks the constituents of Ward 2 for electing him to his 5<sup>th</sup> term on Borough Council.
- President Hershey stated that the interest in the military banner program has been incredible and that it is wonderful to honor community members who have served. He thanked Lieutenant Deardorff for his efforts over the past year and welcomed the Chief and new full-time officers to the police department.

### **Adjourn**

It was motioned by Councilmember Schoenberger and seconded by Vice-President McCloud to adjourn. Without objection, the meeting was adjourned by President Hershey at 6:39 PM.

Respectfully Submitted,

Ann Roda  
Borough Manager