

**ELIZABETHTOWN BOROUGH COUNCIL
PUBLIC MEETING
January 19, 2023
Minutes**

A public meeting of Elizabethtown Borough Council was held on Thursday, January 19, 2023. Present were Councilmembers Lanty Moss, Tom Shaud, J. Marc Hershey, Phil Clark, Jeff McCloud and Jay Hynicker and Mayor Chuck Mummert. Also in attendance were Borough Manager Rebecca Denlinger, Assistant Borough Manager Ann Roda, Public Works Director Jeff Kinsey, Planning and Zoning Director Pam Roberts and Elizabethtown Police Department Lieutenant Deardorff.

President Hershey called the Public Meeting to order at 7:00 PM.

Public Comment

There was no public comment.

Approval of Meeting Minutes

After a motion by Vice President Clark, second by Councilperson McCloud, Borough Council voted unanimously to approve the Public Meeting minutes for January 5, 2023.

Reports

1. Borough Council unanimously approved the Financial Report and PLIGT Report as submitted after a motion by Councilperson McCloud and second by Councilperson Hynicker.
2. There were no questions on the December EPD report. President Hershey asked Lieutenant Deardorff for EPD to provide a report of reportable accidents from 2022.
3. There were no questions on the Code Enforcement Report for December 2022.
4. The Fire Company responded to 76 calls during the month of December 2022, 39 of which were in the Borough, with an average response time of 5 minutes 54 seconds.
5. Northwest EMS responded to 793 calls during the month of December 2022, of which 153 were within the Borough. Year to date there have been 8,988 calls with 1,751 calls within the Borough which is 19.5% of calls.
6. The EAWA report for December 2022 was not received prior to the meeting.
7. The GEARS report for November 2022 was received but not in time for it to be reviewed by Borough Council. The report will be reviewed at the February 16, 2023 public meeting.

Old Business

1. President Hershey stated the Borough Council discussed the settlement of a legal matter during a previously held Executive Session. Vice President Clark motioned to have Rebecca S. Denlinger execute the settlement of the 2015 insurance claim on behalf of Elizabethtown Borough. The settlement settles claims against the Borough by way of a General Release which will end the claim with prejudice. There is no admission of liability in the General Release. Councilperson Shaud seconded the motion. Borough Council unanimously approved the motion for Rebecca S. Denlinger to execute the settlement of the 2015 insurance claim.
2. Borough Manager Denlinger provided an update on several funding applications. She stated that the borough was not successful with the recent applications to the PA Department of Conservation and Natural Resources (DCNR) and the PA Department of Environmental Protection (PADEP) that were submitted for funding to be used towards the Hickory Lane Park and Stream Restoration Project. She added that staff will be following up with program managers of each grant program for feedback on the applications.

She added that the borough accepted the \$1,000,000 RACP Award for the Explore Elizabethtown Downtown Improvement Initiative (Phase I) Project. For this funding the next step in the grant process is to submit the formal Application and Business Plan (A&BP) by May 2023. Staff is in communication with the PA Office of the Budget and has confirmed that, if needed, we can seek a six-month extension on the submission of the A&BP.

Elizabethtown College was recently awarded \$1,375,000 for their project to renovate existing facilities to create classroom space for the Physician Assistant Program and other Health Related Majors. They have asked the Borough to again serve as the grantee for their award as a pass through of the funding. Representatives from the College will present details on their project at the February 2, 2023 public meeting.

Denlinger noted as an informational update that GEARS shared that they are working to be ready to apply for RACP funding to make improvements to the second floor of the Poplar Street facility.

3. Borough Manager Denlinger provided updates on upcoming planning efforts. The first plan discussed was the update of the Northwest Lancaster County Regional Comprehensive Plan. She stated that municipal staff from the Borough, Mount Joy, West Donegal, and Conoy Townships have been working with Lancaster County Planning Department Staff over the past 18 months to discuss various plan elements as part of the update to the Regional Comp Plan. The team is looking to put out a community survey to get input from residents and then work have a first draft of the plan ready shortly thereafter. An Open House will be held to gather input and encourage community involvement. The Final Plan could potentially be ready for review in 2023. Once the review process is complete, the borough and regional township partners will consider the plan for formal adoption.

It was added that staff is working with local partners and seeking support from the State to combine the borough's Community Park Master Planning efforts and the Downtown Redevelopment Plan to be undertaken in 2023. Combining the two plans allows the borough to maximize community input on planning for safe, accessible, creative, and inviting public spaces - both in the active recreation / park setting as well as throughout the downtown.

Denlinger provided an update on the County's places2040 efforts. The County will be discussing with countywide partners the potential for recalibrating Lancaster's Urban Growth Areas. The importance of this is an urban growth boundary (UGB) separates urban areas from the surrounding natural and agricultural lands. The UGBs provide a guide for growth and preservation in Lancaster County.

Denlinger added that in November 2022, the South Central Transit Authority (SCTA) began an update to the Transit Development Plan (TDP) for the fixed-route bus and paratransit services, of Red Rose Transit Authority (RRTA), in Lancaster County. The TDP will serve as a guide for meeting future demands for transit services and increasing the overall use of public transit. SCTA/RRTA recently announced public meetings for providing input and existing services and future goals. These meetings are scheduled for Thursday, January 26 (in person) and Thursday, February 2 (virtual).

4. The joining of the Land Bank Authority was discussed following the presentation at the previous meeting. Planning and Zoning Director Roberts explained there are fees associated with becoming a member municipality of the Land Bank. There is an initial membership fee of \$5,000 to help offset the administrative costs. An annual fee of \$1,000 will be due every year after as long as the municipality is a member of the Land Bank. Borough Council expressed interest in continuing the discussion on joining the Land Bank Authority and asked staff to continue the discussions with the Authority and the School District.

New Business

1. Assistant Borough Manager Ann Roda reported that a modification is necessary for the CDBG grant that the borough received for bridge maintenance. Roda stated that in 2022 a bridge inspection was completed on Bridge 5 on Chestnut Street and it was found that this bridge needs more work than previously identified. Given the work needed at this bridge staff recommended seeking a modification to the grant award. It was motioned by Councilperson Shaud to have Rebecca S. Denlinger work with the Lancaster County Redevelopment Authority to modify the CDBG award for Bridge Maintenance to remove Bridge 5 on Chestnut Street. Councilperson McCloud seconded the motion. Borough Council unanimously approved the motion for Rebecca S. Denlinger work with the Lancaster County Redevelopment Authority to modify the CDBG award for Bridge Maintenance to remove Bridge 5 on Chestnut Street.

Roda added that staff has been working closely with C.S. Davidson on the design and specification development. This material will be included in the bid solicitation and bid results would be presented at a future public meeting for review and consideration. For the maintenance work to be completed permanent and construction easements are needed with

six individual property owners. Final easements, before signatures, would be provided at a future public meeting and staff would work with the Borough Solicitor to review and develop the easement documentation. Borough Council did not have any objections to working with C.S. Davidson on the bid solicitation or working with six individual property owners for needed easements.

2. Assistant Borough Manager Roda provided an update on the projects that will be bid in 2023. These projects include: (1) Stone, (2) Paving on Groff Avenue and College Avenue, (3) Concrete and (4) Sanitary and Storm Sewer Work on Willow Street. Stone, Paving and Concrete will be issued for bid in February with bid results being reviewed at the March 2 meeting. The bid for sanitary and storm sewer work on Willow Street will be completed later in the year. Borough Council did not have any questions on the update provided.
3. Vice President Clark stated that following the Office of the State Fire Commissioner release of final guidelines for municipalities and counties he wanted to bring before Council the ability to develop a Tax Abatement Incentive Program for volunteer fire fighters. Clark added that Columbia Borough implemented a program in 2018 which can serve as a model. Borough Manager Denlinger noted that she has met initially with the Managers from West Donegal Township and Mount Joy Township, as well as the Finance Director from the School District, to discuss working collaboratively so that all taxing entities are implementing the same program for volunteers in our region. Discussion included the need to define the types of volunteers that can apply for the abatement and determine the specific process for the Fire Company to certify volunteers that are eligible for the abatement each year. Several councilmembers agreed with Clark that this type of program may be beneficial in recruiting and keeping volunteers.

Denlinger asked council to consider how to define such a program, what type of volunteer would be eligible, eligible for what level of abatement etc. President Hershey stated that with this agenda item he intends to remain neutral as he may benefit from such a program. He offered participation numbers of Fire Company members. An initial estimate is there are nine active volunteers that are property owners with the borough, three in Mount Joy Township and two in West Donegal Township.

Clark suggested that a small subcommittee be established to define that parameters of a program for the elected officials to consider. The subcommittee would include a staff member from each government entity, a representative from the Fire Company and one or two elected officials. There was no disagreement from councilmembers.

4. Planning and Zoning Director Roberts presented the Zoning Hearing Board variance application for 53 E Washington Street. The applicant withdrew their previously submitted application and has submitted a new application that will be before the ZHB on February 6, 2023. The new application seeks variances in relation to the required parking for the social services buildings on the property, fence height and material, and the number of units in a conversion apartment.

Following a discussion on the parking needed to support the social services buildings Borough Councilmembers stated objection to the request for a chain-link fence in the front yard and stated they were neutral with strong reservations regarding the request for off-street parking facilities.

5. Borough Manager Denlinger reminded councilmembers that Statement of Financial Interests are due by May 1.

Bills Payable

Upon motion by Councilperson McCloud and second by Councilperson Moss, Borough Council voted unanimously to approve the list of monthly bills as presented:

General Fund	\$419,797.20
Sewer Fund	\$244,770.94
Capital Reserve Fund	\$10,424.20
Sewer Capital Projects Fund	\$28,273.33
General Vehicle Sinking Fund	\$189.52
Subdivision Escrow Fund	\$2,543.50
Parks Fund	\$225,708.30

Mayors Remarks

- Mayor Mummert highlighted that the Merchandiser recently contained an article on the birthday celebration he discussed at the previous meeting.

Council Remarks

- Councilperson McCloud thanked the public for attending.
- Councilperson Hynicker thanked the public for attending.
- Councilperson Moss had no remarks.
- Councilperson Shaud had no remarks.
- Vice President Clark thanked the public for attending.
- President Hershey had no remarks.

Adjourn

President Hershey adjourned the meeting, without objection, at 8:31 PM.

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager