

**ELIZABETHTOWN BOROUGH COUNCIL**  
**PUBLIC MEETING**  
**February 2, 2023**  
**Minutes**

A public meeting of Elizabethtown Borough Council was held on Thursday, February 2, 2023. Present were Councilmembers Jay Hynicker, Tom Shaud, J. Marc Hershey, Phil Clark, and Jeff McCloud and Mayor Chuck Mummert. Also present were Borough Manager Rebecca S. Denlinger, Assistant Borough Manager Ann Roda, Public Works Director Jeff Kinsey, Planning and Zoning Director Pamela Roberts, and Elizabethtown Police Chief Edward Cunningham. Absent from the meeting was Lanty Moss.

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

**Presentations**

1. Representatives from Elizabethtown College presented information on their Redevelopment Assistance Capital Program (RACP) Creating Space for the PA Program and Health Related Majors - E-town College Project. The requested \$1,375,000 million from the RACP program will support the College's renovation project, which is focused on improving spaces dedicated to training healthcare professionals in particular the Cadaver Laboratory, Anatomy & Physiology Classroom, and surrounding area. The College requested Elizabethtown Borough serve as the pass-through for the funds as it has been done for past RACP Awards/Projects. No Councilmembers objected to the Borough serving as the grantee for the \$1,375,000 RACP Award.

**Public Comment**

There was no public comment.

**Approval of Meeting Minutes**

1. After a motion by Councilperson McCloud, second by Vice-President Clark, Borough Council voted unanimously to approve the January 19, 2023 Public Meeting minutes.

**Old Business**

1. Borough Manager Denlinger presented to Borough Council the current DRAFT Construction Plan for the Train Station Parking Management Project. The Project Team (Borough, PennDOT, Consultants) are meeting bi-weekly and Borough staff is expecting a cost estimate of the construction project in February. The estimate will be used by PennDOT in the agreements and letting the contract. Staff is working with PennDOT and the Consultants on the bid specifications and contract documents and are gathering parking counts at the two lots daily. The parking lot counts will be useful for both the parking management project and for renegotiating the Borough's agreement with Amtrak for our care and management of the Train Station. The Borough will be bidding and managing the contracts and the Borough will be

getting a reimbursement grant from PennDOT once the contract award amount is set to reimburse us for 100% of project expenses. There were no questions on the draft Construction Plan or the upcoming Parking Management Project. Borough Councilmembers did ask if Amtrak plans to do any additional maintenance at the tunnels, the elevator system and if additional benches could be added to the platform. Denlinger added that she would raise the questions with PennDOT.

2. For the portion of the Pedestrian Pathway that is currently under construction, Assistant Borough Manager Roda stated the contractor is awaiting temperatures to rise in order to complete paving and concrete operations for the trail. The light poles are expected to ship in later March and the luminaires are estimated to ship in mid-May. It is anticipated in March/April Road-Con will be on site to complete paving and concrete work and then the light work would be completed in May.
3. Assistant Borough Manager Roda updated Borough Council on the new Community Park Playground. The site design for the playground is complete and a call is scheduled with Willow Playground to discuss site construction and equipment installation. As of the meeting the equipment is anticipated to be received in the Spring. President Hershey asked for a copy of the final site design be provided for councilmembers to review.
4. Borough Manager Denlinger updated that the Municipal Emergency Services Authority of Lancaster County (MESA) will be providing public notice of Articles of Incorporation being sent to the Secretary of the Commonwealth of Pennsylvania. The public notice outlines the following:

*NOTICE IS GIVEN that the Councils of the Boroughs of Elizabethtown and Marietta and the Boards of Supervisors of the Townships of Conoy, East Donegal, Elizabeth, Mount Joy, Penn, and West Donegal (each a "Municipality" and collectively, the "Municipalities"), all located in Lancaster County, Pennsylvania, have enacted ordinances (the "Ordinances") signifying their intention to incorporate a municipality authority under the Pennsylvania Municipality Authorities Act (53 Pa.C.S. Ch. 56) (the "Act"), and that articles of incorporation (the "Articles") will be filed with the Secretary of the Commonwealth of Pennsylvania on or after February 7, 2023.*

*Each of the Ordinances authorized necessary steps to incorporate an authority to be named the "Municipal Emergency Services Authority of Lancaster County" (the "Authority"), including delegating the administration of emergency medical services to the Authority, designating the entirety of each Municipality as a service district of the Authority, and appointing an individual to serve as an initial member of the Board of the Authority. Each of the Ordinances approved the Articles, which include: (1) the name of the Authority, (2) a statement that the Authority is formed under the Act, (3) a list of any other municipality authorities previously incorporated by the Municipalities under the Act, or earlier legislation, (4) the names of the incorporating municipalities, which are the Municipalities; (5) a list of the names, addresses, and elected offices of the Municipalities, (6) a list of the names, addresses, and initial terms of office of the first members of the Board of the Authority, (7) a comprehensive framework for the proposed delivery of*

*emergency medical services within the Municipalities, and (8) a statement that each of the Municipalities retains the right which exists under the Act to approve the initial Fee Services Plan, as such phrase is described in the Articles.*

Denlinger added that on Tuesday, February 7, 2023, or shortly thereafter, the Articles of Incorporation will be sent to the state and, once the Articles of Incorporation are accepted, the next phase of the development of the Authority will get underway through publicly advertised meetings.

5. Assistant Borough Manager Roda explained that prior to finalizing the traffic signal repairs at the Market/High Street intersection the Borough's engineer is completing the traffic study that Borough Council requested during a previous update. In December Traffic Planning and Design completed two days of traffic count and found that midday hours had relatively few issues but there are some instances where vehicles trying to make a left turn had to wait more than one light cycle. Following the update Borough Councilmembers agreed to have the Borough's Engineer approach PennDOT with a review of the data to determine if a turn arrow can be added to the intersection.
6. Borough Manager Denlinger provided a brief update to inform Council that a small committee meeting is being scheduled of local taxing bodies within the Elizabethtown School District to continue to discuss the development of an Incentive Program for Volunteer Fire Fighters. The committee will review existing incentive programs to learn from what is already operating in other jurisdictions.
7. Assistant Borough Manager Roda shared that Noble Environmental is one month into the new refuse and recycling contract and collection is as smooth as usual; however, one persistent issue is residents not having their trash placed out curbside the night before. Roda noted that Noble has begun to report to the Borough Office properties with containers larger than the allowed 32-gallons and extra refuse is not being tagged. For those properties placing out containers larger than 32-gallons in size, the Borough will issue letters as a reminder of the requirements of the Borough's Refuse and Recycling ordinance and program. Website and social media reminders will also be posted periodically to remind residents of the Refuse and Recycling program.

## **New Business**

1. Borough Manager Denlinger stated Elizabethtown Borough has received a clean Fiscal Year 2022 Audit and a full presentation will be made by Trout at the February 16, 2023 Public Meeting. She added the borough has been made aware the FY2022 audit is the last one completed by Trout. She sought consent from Borough Council to prepare a Request for Proposal to secure a new auditor for the 2023 Audit. Borough Council had no questions on the update and no objections to staff issuing a Request for Proposal.
2. Borough Council reviewed a Fiscal Year 2024 Budget Calendar and asked for budget meetings to be scheduled and advertised for October, November, and December. With the budget calendar discussions on capital projects will begin in the second quarter of 2023.

3. Police Chief Cunningham provided an overview of a new wellness program he has started for the Elizabethtown Police Department. The program will be available for officers and their family members and is a supplement to existing programs available. He stated the program is made possible through a donation from a local nonprofit.

### **Mayor Remarks**

- Mayor Mummert wished everyone a Happy Groundhog's Day. He noted the remarks provided by District Attorney Heather Adams at the recent Lancaster County Boroughs Association Dinner Meeting regarding the good and valuable work of the Second Chances program.

### **Council Remarks**

- Councilperson McCloud stated tickets were still available for Taste of Western Lancaster County event on Friday, February 3, 2023 and encouraged folks to attend.
- Councilperson Hynicker was pleased to see the playground project is coming along.
- Councilperson Shaud commended staff on progress at playground at Community Park.
- Vice-President Clark thanked the public and college representatives for attending and thanked staff for work on 2022 Audit.

### **Adjourn**

President Hershey adjourned the meeting, without objection, at 8:05 PM.

Respectfully Submitted,

Rebecca S. Denlinger  
Borough Manager