

**ELIZABETHTOWN BOROUGH COUNCIL**  
**PUBLIC MEETING**  
**February 15, 2024**  
**Minutes**

A public meeting of Elizabethtown Borough Council was held on Thursday, February 15, 2024. Present were Councilmembers Lanty Moss, Andrew Schoenberger, Jeff McCloud, Jay Hynicker, J. Marc Hershey, and Jeff Winterborne. Also present were Borough Manager Ann Roda, Assistant Borough Manager Pamela Roberts, Public Works Director Jeff Kinsey, Elizabethtown Police Chief Koch, and Mayor Mummert.

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

**Public Comment**

1. Nick Peterson, N. Locust St, asked questions concerning the creation of MESA, asked why funds were not coming from the borough taxes and asked about ramifications for not paying. President Hershey provided an overview of the creation of MESA and provided responses to each of Peterson's questions. Deb Dupler, Chairperson for MESA added that she would stay to the end of the meeting and would answer remaining questions.

**Presentations**

1. Mayor Mummert recognized the promotion of Jesse J. Schlotzhauer from Corporal to Lieutenant. Lieutenant Schlotzhauer thanked Borough Council for the opportunity to continue to serve Elizabethtown Police Department in this manner.
2. Mayor Mummer presented a Proclamation to the Elizabethtown DeMolay. The Proclamation recognized the DeMolay for their activities and proclaimed March to be recognized as DeMolay month.

**Approval of Meeting Minutes**

1. After a motion by Councilmember Hynicker, and second by Vice-President McCloud, Borough Council voted unanimously to approve the February 1, 2024 Public Meeting minutes.

**Reports**

1. Borough Council unanimously approved the Financial Report and PLIGT Report as submitted after a motion by Vice-President McCloud and second by Councilmember Winterborne.
2. Chief Koch presented the monthly report and provided a comparison of 2023 activities with previous years. There were no questions.
3. There were no questions on the January 2024 Fire Company Report. The Fire Company responded to 60 calls in January with 19 of those calls being located within the Borough.

5. There were no questions on the January 2024 MESA report.
6. There were no questions on the January 2024 Elizabethtown Area Water Authority Report.
7. There were no questions on the December 2023 GEARS Report.
8. There were no questions on the MESA reports from the January 10, 2024, January 17, 2024, and January 24, 2024 meetings.

### **Old Business**

1. Borough Manager Roda explained that the plan, 1376 Campus Road Subdivision and Land Development Plan, was approved by Borough Council on August 18, 2022. Borough Council previously granted an extension of time to record the plan, which is set to expire on June 28, 2024. The applicant is requesting an additional extension of time to record the plan until October 18, 2024. She added that the applicant is working to address conditions of final plan approval items that are still outstanding with Mount Joy Township. It was motioned by Vice-President McCloud to approve the time extension request from 1376 Campus Road Associates, LLC for the 1376 Campus Road Land Development Plan to a new deadline of October 18, 2024. Councilperson Schoenberger seconded the motion. By unanimous vote, Borough Council approved the time extension.
2. Borough Manager Roda stated that GEARS is preparing an application to be submitted to DCNR for a Community Conservation Partnership Program (C2P2) Grant to support the construction of the Second Floor Renovations of the Poplar Street Facility. A letter of support has been requested for the Renovations of the Second Floor of the Poplar Street Facility. It was motioned by Councilmember Hynicker to provide a letter of support for the C2P2 application that GEARS is submitted for the Second Floor Renovations of the Poplar Street Facility. Councilperson Winterborne seconded the motion. By unanimous vote, Borough Council approved providing a letter of support for the Renovations of the Second Floor of the Poplar Street Facility.

### **New Business**

1. Borough Manager Roda stated that Penn Township requested authorization of Elizabethtown Fire Police to provide security, traffic, and crowd control related to preparations for the Penryn Fire Company Mud Sale, 1441 North Penryn Road, Manheim, PA 17545. These officers are needed from 8:00 a.m. to 5:00 p.m., Saturday, March 16, 2024. Vice-President McCloud motioned to approve Elizabethtown Fire Police to provide security, traffic, and crowd control related to preparations for the Penryn Fire Company Mud Sale, 1441 North Penryn Road on Saturday, March 16, 2024. Councilperson Hynicker seconded the motion. By unanimous vote, Borough Council approved the Elizabethtown Fire Police to provide security, traffic, and crowd control related to preparations for the Penryn Fire Company Mud Sale.
2. Borough Manager Roda presented that a Zoning Hearing Board (ZHB) application was

received for 36 E Hummelstown Street. The applicant is seeking a variance to establish a third-party storage facility at 36 E Hummelstown Street, which is located in the R-3 High-Density Residential District. The applicant would like to rent out the area that was the Stone Auction House as storage space. Borough Council requested staff relay to the ZHB their concern on parking and asked the ZHB to consider limiting the number of units that could be established.

3. Chief Koch stated that EPD currently has 4 spare BK (KNG-M500) mobile radios. In September 2022 Borough Council approved the sale of the radios to the East Lampeter Township Public Works Department. The sale never transpired and East Lampeter Township is no longer interested in the radios. Chief Koch requested approval for EPD to transfer the radios to the Elizabethtown Street Department, rather than sell them to East Lampeter Township. It was motioned by Councilmember Schoenberger to approve the transfer of the BK mobile radios to the Street Department rather than sell to East Lampeter Township. Vice-President McCloud seconded the motion. By unanimous vote, Borough Council approved the transfer of the BK mobile radios to the Street Department.
4. Chief Koch made Borough Council aware the batteries of the AEDs need to be replaced and it is an unforeseen expense of \$4,100. He stated all efforts will be made to be fiscally responsible and attempt to have this line item (for equipment) under the budgeted amount at the end of Fiscal Year 2024. It was motioned by Vice-President McCloud to approve the EPD budgetary line item to exceed the budget to purchase the AED batteries. Councilperson Schoenberger seconded the motion. By unanimous vote, Borough Council approved the unforeseen expense and the exceedance of the identified budget line item.
5. Chief Koch stated that in 2023 EPD took old Glock 22 Gen 4, 40-caliber pistols and remaining 40 caliber Duty Ammo out of service due to new replacement pistols being purchased. At the time, a discussion occurred between Borough Council and the Police Union regarding the Union purchasing the old Glock 22 pistols from the Borough. He explained that after the pistols are purchased from the Borough, the Union will then transfer the pistols to the individual officers. It was added the original discussion was held during an Executive Session and then tabled last fall.

It was motioned by Vice-President McCloud to approve the sale of the Glock 22 Firearms and the 40-caliber duty ammo as separate sales to the Elizabethtown Police Officer Association. Borough Council established the cost of each set at \$1,999. Councilmember Winterborne seconded the motion. By unanimous vote, Borough Council approved the sale of the old Glock 22 Gen 4, 40-caliber pistols and remaining 40 caliber Duty Ammo to the Elizabethtown Police Officer Association.

6. Borough Manager Roda reviewed with council the bid results for stone and concrete. For concrete Nine (9) contractors bid on the work with the low bidder being Matthews Construction, LLC however the low bidder has not supplied the necessary documents with their bid. Following review with the Borough Solicitor the borough engineer is recommending the contract work be awarded to the next lowest responsive bidder, Doug Lamb Construction, Inc. for the total bid amount (base bid plus alternate) of \$349,593.00. For stone three (3) stone supply bids were submitted with the low bidder being R.E. Pierson Materials at \$38,644.

It was motioned by Vice President McCloud to reject the low bid from Matthews Construction LLC for being non-responsive and award the contract for 2024 concrete work to Doug Lamb Construction, Inc. in the amount of \$345,593. Councilperson Schoenberger seconded the motion. By unanimous vote, Borough Council to reject the bid from Matthews Construction LLC and award the contract for 2024 concrete work to Doug Lamb Construction Inc.

It was motioned by Councilperson Schoenberger to accept the low bid for the stone supply bid from R.E. Pierson Materials. Councilperson Hynicker seconded the motion. By unanimous vote, Borough Council accepted the low bid stone supply bid from R.E. Pierson Materials in the amount of \$38,644.

7. Borough Manager Roda explained that currently the Equitable Sharing Money account is held at Truist and given rule changes an official custodian of the funds needs to be named and can no longer generally reference Elizabethtown Borough. It was motioned by Councilmember Schoenberger to appoint Ann Roda, Borough Manager, Kim Leverentz, Finance Assistant, and Derek Koch, Chief of Police, to official Custodians on the Equitable Sharing Money account held at Truist. Vice President McCloud seconded the motion. By unanimous vote, Borough Council appointed the named individuals to be Custodians to the Equitable Sharing Money account held at Truist.

### **Bills Payable**

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

General Fund	\$268,577.83
Sewer Fund	\$130,001.68
Capital Reserve Fund	\$13,031.49
Sewer Capital Projects Fund	\$50,867.44
Subdivision Escrow Fund	\$808.25

### **Mayor Remarks**

- Mayor Mummert commented on the excellent job the Street Department did on Tuesday to clean up after the winter storm.

### **Council Remarks**

- Councilperson Winterborne echoed the Mayor's comments on the Street Department and thanked the public for attending.
- Councilperson Hynicker thanked the public for attending the meeting and for the public comments on MESA.
- Councilperson Moss had no remarks.

- Councilperson Schoenberger thanked the public for attending and Ms. Dupler for her willingness to answer questions on the development and need for MESA.
- Vice President McCloud thanked the public for attending and commended the Police Officers for their professionalism.
- President Hershey thanked the public for attending and stated the best place to get information is to come to a meeting and ask questions.

### **Adjourn**

Without objection, the meeting was adjourned at 7:58 PM.

Respectfully Submitted,

Ann Roda  
Borough Manager