

**ELIZABETHTOWN BOROUGH COUNCIL**  
**PUBLIC MEETING**  
**April 21, 2022**  
**Minutes**

A public meeting of Elizabethtown Borough Council was held on Thursday, April 21, 2022. Present were Councilmembers Lanty Moss, Tom Shaud, J. Marc Hershey, Phil Clark, Jay Hynicker 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 Police Lieutenant Deardorff.

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

**Public Comment**

1. Richard Sheidy commented on a flag that he has observed on a truck driving through town. He asked if the Borough could do anything about the banner. Lieutenant Deardorff noted that the Police Department will look into it but it is likely considered freedom of speech.

**Presentation**

Jonathan Cramer and David Lytle from Conrad Siegel provided an update on the Borough Pension Plans. This included an update on both the Non-Uniform and Uniformed Employee Pension Plans and discussed plan provisions, actuarial information and Minimum Municipal Obligations.

**Approval of Meeting Minutes**

After a motion by Vice President Clark, second by Councilperson McCloud, Borough Council voted unanimously to approve the March 17, 2022 Public Meeting minutes.

**Reports**

1. Borough Council unanimously approved the Financial Report and PLIGT Report as submitted after a motion by Councilperson McCloud and second by Vice President Clark.
2. Regarding the Elizabethtown Police Department Report for March 2022, Lieutenant Deardorff stated activity is in line for the time of year. There were no questions.
3. There were no questions on the Code Enforcement Report for March 2022.
4. The Fire Company responded to 62 calls during the month of March 2022, of which 23 were in the Borough, with an average response time of 5 minutes 59 seconds.
5. Northwest EMS responded to 749 calls during the month of March 2022, of which 158 calls, 21%, were within the Borough. Year to date there have been 2,232 calls with 428 calls

within the Borough.

6. There were no questions on the Elizabethtown Area Water Authority Report for March 2022.
7. There were no questions on the GEARS report for February 2022.
8. There was not a report for the Elizabethtown Area Community Services Authority but Borough Manager Denlinger noted that the Authority approved and executed the current lease of the Poplar Street Property to GEARS.

### **Old Business**

1. President Hershey noted that the agenda had a typo. The address for the agenda item was 31 N Spruce Street not 31 N Market Street.

Vice President Clark motioned to approve an amendment to the Stormwater Management Agreement and Declaration of Easement for 31 N Spruce Street; amending to reflect an onsite change for the stormwater pipe and the associated easement. Councilperson Shaud seconded the motion. Borough Council unanimously voted to approve the amendment to the Stormwater Management Agreement and Declaration of Easement for 31 N Spruce Street.

2. Planning and Zoning Director Roberts stated the Homeowner Assistance Program (HAP) is for qualifying lower income homeowners to assist with improvements required by a municipality. In the case of the Borough, this would include curb and sidewalk improvements associated with the paving program. For qualifying homeowners, the grant will cover up to 50% of the project cost, with a max of \$3,500 in grant assistance per household. She added that once the MOU is executed between the Lancaster County Redevelopment Authority and the Borough, letters will be sent to property owners on College Avenue and Groff Avenue making them aware of the program. Elizabethtown Borough is only responsible for notifying all homeowners within the project area of the possible financial assistance and to provide them with the application. Submission of the application and award of the grant funding is between the property owner and the Redevelopment Authority.

Councilperson Shaud motioned to approve entering into an MOU with the Lancaster County Redevelopment Authority to participate in the Homeowner Assistance Program (HAP). Councilperson McCloud seconded the motion. Borough Council unanimously voted to enter into the MOU with Lancaster County Redevelopment Authority to participate in the Homeowner Assistance Program.

3. Borough Manager Denlinger provided a high-level review of the first quarter of the Fiscal Year 2022 Budget. No budget anomalies were highlighted as spending is currently within budgeted amounts. It was noted that discussion on capital projects for Fiscal Year 2023 will begin in May.

## **New Business**

1. Vice President Clark motioned to appoint Fred Richter to fill the vacant Zoning Hearing Board Alternate position. Councilperson McCloud seconded the motion. Borough Council unanimously voted to appoint Fred Richter to fill the vacant Zoning Hearing Board Alternate position.
2. Planning and Zoning Director Roberts stated that there was a stormwater pipe installed in Sand Alley, which is a vital part of the storm sewer system in this area of the Borough. Unfortunately, the Borough does not have record of who installed the pipe and the stormwater pipe is deteriorating and causing minor sinkholes in yards. Roberts added that the Solicitor's recommendation is because the Borough cannot confirm who installed the pipe, it would be best for the Borough to fix the pipe. Roberts suggested that the Borough establish an easement with eight property owners in which the Borough will have rights to enter the property to maintain and inspect the storm pipe as necessary. The easement agreement would specify that the Borough is only responsible for the maintenance of the structure/pipe and is not responsible for the maintenance of the rest of the easement area, such as mowing grass.

Borough Council did not object to staff's recommendation to establish such an easement with eight property owners.

3. Planning and Zoning Director Roberts stated that a Zoning Hearing Board application was received for 345 N Market Street. The applicant is seeking special exception and variance approval at 345 N Market Street to operate a home occupation (tattoo studio) in a two-story accessory structure that exceeds 15ft in height. The subject property is located in the R-3 High-Density Residential District. The application is relative to Chapter 27, Part 8, §803.A "Special Exceptions", Chapter 27, Part 13, §1302.2(6) "Accessory Structure Height", and Chapter 27, Part 14, §1410 "Home Occupation" of the Zoning Ordinance.

Borough Council did not take a position on a Zoning Hearing Board application for 345 N Market Street. They did question parking and access from the alley.

## **Bills Payable**

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

General Fund	\$317,498.26
Sewer Fund	\$141,604.62
Capital Reserve Fund	\$6,975.17
Subdivision Escrow Fund	\$1,141.50
Park Fund	\$316.00

**Mayors Remarks**

Mayor Mummert had no remarks.

**Council Remarks**

Councilmembers noted they hope that work begins to repair and improve 31 N. Spruce Street, as the property has sat vacant and unfinished for a length of time.

**Adjourn**

Prior to adjourning the meeting President Hershey noted that Borough Council would meet in an Executive Session to discuss a non-uniformed personnel matter.

The meeting was adjourned by President Hershey, without objection, at 8:15 PM.

Respectfully Submitted,

Rebecca S. Denlinger  
Borough Manager