

**ELIZABETHTOWN BOROUGH COUNCIL
WORK SESSION MEETING
June 4, 2020
Minutes**

The regular meeting of Elizabethtown Borough Council was held on Thursday, June 4, 2020. To best comply with Governor Wolf's COVID-19 orders (but still conduct regular business) this Borough Council meeting was held with the absolute minimum number of individuals gathered at the Borough Office. Participants included Tom Shaud, J. Marc Hershey, Phil Clark, Borough Manager Rebecca S. Denlinger and Police Chief Ed Cunningham. The remaining members of Borough Council including Jeff McCloud, J. Neil Ketchum Jr., and Mayor Mummert as well as staff members Assistant Borough Manager Ann Roda, Public Works Director Jeff Kinsey and Planning and Zoning Director Pamela Roberts joined the meeting remotely using Zoom. Absent from the meeting was councilmember Bill Troutman. Councilmember Clark arrived after the meeting was called to order.

President Hershey called the meeting to order at 7:00 p.m. and reviewed the use of the Zoom technology.

Public Comment

1. Richard Sheidy, 350 Lemon Street, stated he was upset to see so many cars still parked on the street for street cleaning.

Honoring the service of NWEMS Paramedic Doug Zima

President Hershey stated that council wanted to honor the service of NWEMS Paramedic Doug Zima who lost his life in the line of duty while participating in operations on an EMS call in Londonderry Twp. Dauphin County on Saturday, May 30th, 2020. Doug was a paramedic for 26 years, serving communities throughout Lancaster County. Doug taught for 16 years at Lancaster Catholic High School and continued to teach adult education as an EMT, CPR, and Medical Instructor until his passing. He was a lifelong Boy Scout, having served in the Lancaster area since his youth and as the health officer at Camp Mack for several summers. Doug led by example to always treat others with respect and kindness, living the ideals of the Masonic Order, of which he was a part of for the past 16 years. Borough Council sends their condolences to the NWEMS team, Doug's family and his friends.

Administration

1. Borough Manager Denlinger stated that Cohen Law Group provided the draft Comcast Cable Franchise Agreement for consideration. She added that it was not an action item for the meeting but a discussion topic.

Councilmember Ketchum asked for an overview of the agreement to be provided for the public. Denlinger responded that Comcast has requested that the Borough renew Comcast's franchise to maintain, construct and operate its Cable System within public

rights-of-way located in the borough.

President Hershey asked why the 5% in gross revenues does not include broadband. Councilmember McCloud asked if there was time for consideration of the agreement. Denlinger responded that should would seek clarification on broadband and that there would be time for additional consideration as it is needed.

2. Borough Manager Denlinger provided COVID-19 updates. Operations remain at full capacity and rental inspections will resume June 15, 2020. Polling at the borough locations went smoothly and the county CARES program is coming together. Chief Cunningham added that call volumes are returning to normal and staff is back at full capacity. Officers are wearing PPE as needed and beginning more community outreach with bike patrol and foot patrol.

Denlinger also added that staff with GEARS has been in contact with borough staff on pavilion reservations for several summer programs that would start June 22, 2020. The summer programs would include Pokemon camps, Summer Playground and Camp Ladybug. GEARS had provided a copy of their COVID Plans and Karen S. Eberly, Senior Program Coordinator, with GEARS was participating remotely if there were questions on the camps.

President Hershey asked if there would be food service with the camps and what equipment would be used. Karen Eberly responded that there would not be food service but that there may be snacks for Camp Ladybug. Any snacks would be individually wrapped and pre-packed. Eberly added that GEARS is getting creative this year with activities. They will be using their own equipment, pool noodles for games of freeze tag and will not be using the Fun Fort equipment.

Councilmember Ketchum asked about use of restrooms and the cleaning of those spaces. Assistant Borough Manager Roda responded that Park staff typically cleans the restrooms in the morning and then 1-2 additional times throughout the day depending on park activity. Councilmember McCloud asked what type of cleaning is done. Roda responded that floors, sinks and toilets are cleaned and disinfected.

Ketchum added that he had spoken with Councilmember Troutman regarding the park system. Ketchum relayed that Troutman suggests that council error on the side of caution and follow the CDC guidelines.

President Hershey asked about number of participants and if updates could be provided periodically. Councilmember McCloud asked if periodic updates could be provided. Eberly responded that GEARS can provide periodic updates. Eberly stated that the number of participants will follow the guidelines put in place based on recovery zone. She added that updates can certainly be provided. Councilmember Ketchum followed up with a question on cleaning and sanitation and if that would be done by GEARS. Eberly responded that GEARS will also be doing their own cleaning and sanitation before, during and after the program.

President Hershey suggested taking action in two parts. The first would be related to GEARs use of park facilities and second what modifications to make with the Elizabethtown Borough park system.

It was motioned by Shaud, seconded by McCloud, to approve use of the Elizabethtown Borough Park for its summer activities based on the plans presented and requested weekly update reports from GEARs on those summer activities. Councilmember Ketchum clarified that the approval is of the reservation and use of the park facilities. It is not an approval of the COVID plan that GEARs has developed and the responsibility and state compliance of the COVID plan resides with GEARs. Motion passed unanimously. Councilmember Clark was not present for the motion.

President Hershey asked councilmembers if modifications of the park facilities should be made. He added that Councilmember Troutman conveyed to him that Troutman is suggesting a step back as residents are not observing social distancing measures throughout the park system. Troutman has observed more people playing basketball then should be.

Councilmember Ketchum asked about the capacity of staff to maintain the Park facilities, in particular restrooms, as the county moves from red to yellow. Public Works Director Kinsey added that Park staff has stated that they would have the capacity. When open, staff cleans the restrooms three times a day depending on facilities use.

President Hershey asked if restrooms should be open on the weekends until GEARs programming begins. Mayor Mummert suggested that use and opening of restrooms should relate to rentals. Councilmember McCloud stated that cleaning restrooms with the schedule outlined answers questions he had. Councilmember Ketchum added that signage should be posted both at the restrooms and pavilions. Borough Manager Denlinger responded that staff will maintain its cleaning schedule of three times a day and signage would be created and posted at the various locations throughout the park system.

Borough Manager Denlinger added that groups have been in contact about use of the softball fields. President Hershey stated that use of the fields should follow the state guidelines. Councilmember McCloud and President Hershey both added that they were contacted individually by a board member of Willowood Swim Club. Each stated that opening of the pool is outside of the jurisdiction of Council but suggested following the guidelines in place.

3. Borough Manager Denlinger updated Borough Council that Managers from the regional municipalities will be getting together to discuss the GEARs agreement. President Hershey suggested that the GEARs agreement be a topic for consideration at a regional elected officials meeting in July and/or October.
4. Borough Manager Denlinger provided an update on 56 N. Market Street. She stated that at the Borough's request, Gary Weaver (Tippetts Weaver Architects) connected with

Kinsley to see if they would be willing to extend the bids for another 90 days (to September 24th). Weaver relayed to borough staff that from the discussion Kinsley could extend the time frame for holding their bid number, but would need to be under contract in August, which would allow them to lock-in prices on a buy-out of major sub-contracts and ordering materials, before getting into September. They were unwilling to wait until September, without a contract for the work. Denlinger added that there are two options for consideration: reject all bids received or work to receive the timeframe extension in writing and work with Chris Gibbons for financing.

Councilmember McCloud stated he is in the same place as the last meeting, not to incur additional costs right now and reject the bids. President Hershey added that he appreciates all the hard work and time but with the financial challenges ahead cannot in good conscience move forward. Clark added that he supports the project but cannot vote to proceed with the project at this time given current conditions. Ketchum added that he supports the project but with the uncertain economic future cannot balance it with this project. Shaud added that he is not in favor of a tax increase as a result of the project.

It was motioned by Clark, seconded by McCloud, to reject all bids received for the New Office Facility- Additions and Renovations: Elizabethtown Borough Office. The motioned passed unanimously.

Police Department

1. Chief Cunningham presented the monthly report for the month of May. He stated there has been a pick-up in calls but there was nothing additional to report. There were no questions on the report.

After a motion by Shaud, seconded by Clark, the meeting was adjourned at 8:26 p.m.

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager