

ELIZABETHTOWN BOROUGH COUNCIL
PUBLIC MEETING
September 21, 2023
Minutes

A public meeting of Elizabethtown Borough Council was held on Thursday, September 21, 2023. Present were Councilmembers Tom Shaud, J. Marc Hershey, Phil Clark, Jeff McCloud and Jay Hynicker. Also in attendance were Borough Manager Rebecca S. Denlinger, Assistant Borough Manager Ann Roda, Planning and Zoning Director Pamela Roberts, Public Works Director Jeff Kinsey, Elizabethtown Police Department Interim Chief Shane Deardorff and Mayor Chuck Mummert. Councilperson Lanty Moss was absent.

Public Comment

There was no public comment.

Approval of Meeting Minutes

After a motion by Vice President Clark, second by Councilperson Hynicker, Borough Council voted unanimously to approve the Public Meeting minutes for September 7, 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 August 2023 Elizabethtown Police Department Report.
3. There were no questions on the August 2023 Code Enforcement Report.
4. There were no questions on the August 2023 Fire Company Report. The Fire Company responded to 61 calls in August with 15 of those calls being located within the borough.
5. Northwest EMS responded to 760 calls during the month of August 2023, of which 142 were within the Borough which is 25% of calls. Year to date Northwest EMS has responded to 5,879 calls with 20.5% occurring in the Borough.
6. There were no questions on the August 2023 Elizabethtown Area Water Authority Report.

President Hershey asked if EAWA was working to have the contractor, responsible for the water main break, correct the pavement that now has a washboard effect. Councilperson McCloud responded that he would mention this point at the next EAWA meeting.

7. There were no questions on the GEARS Report for July 2023.

Borough Manager Denlinger added that at the September 19, 2023 Elizabethtown Area Community Services Authority meeting the maintenance budget for fiscal year 2024 was considered and that subsequent to that meeting, EACSA Chairman Neil Ketchum issued a communication to all Authority municipal partners that stated “following an email voting process, the Authority recommends that the proposed budget be incorporated into the upcoming Fiscal Year 2024 budgets for each of the four municipal governing bodies.”

8. There were no questions on the MESA reports for July 5 and July 19. President Hershey stated MESA will hold a Public Hearing on the proposed Fee assessment. The hearing will be held on September 28, 2023 from 7:00 PM – 9:00 PM at Elizabethtown Brethen in Christ Church.

Old Business

1. Councilperson Shaud motioned to authorize the Borough Manager to continue the process with Sidium Solutions to execute a 3-year service provider contract for IT Support and Management Services. Vice-President Clark seconded the motion. Borough Council unanimously motioned to continue the process with Sidium Solutions to execute a 3-year service provider contract for IT Support and Management Services
2. Councilperson Shaud motioned to authorize the signature of the Amended Stormwater Management Agreement for Conoy Crossing Phase 4/5 and the Second Amended Stormwater Management Agreement for Conoy Crossing Phase 4/5. Councilperson Hynicker seconded the motion. Borough Council unanimously motioned to sign the two presented Stormwater Management Agreements.

Prior to the motion, Planning and Zoning Director Roberts stated that as part of the dedication process, it was determined that the stormwater management facility in Conoy Crossing Phase 4/5 was not built specifically as designed in the land development plan and now requires a slightly larger stormwater management easement. Because of this, amended stormwater management agreements must be completed to accurately reflect the revised easement.

3. Vice-President Clark motioned to table the dedication of Maize Circle and Broken Arrow Drive until the October 5, 2023 Borough Council Meeting. Councilperson McCloud seconded the motion. Borough Council unanimously motioned to table the dedication of Maize Circle and Broken Arrow Drive.

Prior to the motion, Planning and Zoning Director Roberts stated stormwater agreements must be recorded before the dedication of the streets can be accepted. Conoy Crossing must also post financial security for the 18-month maintenance guarantee of the street. She added that Conoy Crossing must also pay the liquid fuel fee, of \$535.16 which they recently paid. The fee is required because they were unable to finalize dedication before the PennDOT deadline of September 1, 2023.

4. Vice-President Clark motioned to table the Burkholder Builders - Maize Circle Subdivision and Land Development Plan until the October 5, 2023 Borough Council Meeting. Councilperson McCloud seconded the motion. Borough Council unanimously motioned to table the Burkholder Builders - Maize Circle Subdivision and Land Development Plan.

Prior to the motion, Planning and Zoning Director Roberts explained that there are still a few outstanding items that need to be addressed so the applicant has requested the plan be tabled until the next meeting. If the items are not addressed by the next meeting the applicant is likely to seek an extension in the allocated response timeframe.

5. Borough Manager Denlinger provided an update on the Master Site Development Plan for Community Park. She stated staff is actively working with DCNR to authorize YSM Landscape Architects as the consultant to provide professional design services. YSM has provided a full proposal of their services and staff is eager to start the process. She added that committee members are being identified and encouraged Borough Council to identify participants. Borough Council discussed having Tom Shaud and Jeff McCloud participate on the steering committee. There were no objections provided on this participation.
6. Councilperson McCloud motioned to table approve a 5-year (2024-2025 through 2028-2029 School Years) School Resource Office (SRO) Agreement with Elizabethtown Area School District. Councilperson Shaud seconded the motion. Borough Council unanimously motioned to approve a 5-year (2024-2025 through 2028-2029 School Years) School Resource Office (SRO) Agreement with Elizabethtown Area School District.

New Business

1. Councilperson Hynicker motioned to close the existing Training Fund and open a new account named "EPD Training Fund" with Members 1st Federal Credit Union. He further stated those authorized to sign documentation for the new account include the Borough Manager, Assistant Borough Manager, Finance Clerk and Borough Council President. Councilperson McCloud second the motion. Borough Council unanimously motioned to close the existing Training Fund and open a new account named "EPD Training Fund" with Members 1st Federal Credit Union.
2. Vice President Clark motioned to authorize Rebecca S. Denlinger to submit an application for a Clean Water Fund Implementation Large Grant. Funding would be used towards the Hickory Lane Stream and Floodplain Restoration Project. Councilperson Shaud seconded the motion. Borough Council unanimously motioned to authorize Rebecca S. Denlinger to submit an application for a Clean Water Fund Implementation Large Grant.

Bills Payable

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

General Fund	\$325,949.50
Sewer Fund	\$140,384.18
Capital Reserve Fund	\$15,311.30
Sewer Capital Projects Fund	\$41,848.13
Construction Fund	\$295.25
Subdivision Escrow Fund	\$8,696.49
Parks Fund	\$313,732.47

Mayor Remarks

- Mayor Mummert spoke about the September 9th Block Party and how it was a nice event held in Community Park. He also commented that he participated in a PCN Broadcast that will air October 2, 2023.

Council Remarks

- Councilperson McCloud had no remarks.
- Councilperson Hynicker asked if there were requirements or rules on electric bikes within the park.
- Councilperson Shaud thanked council for their confidence to serve on the Park Committee.
- Vice-President Clark had no remarks.
- President Hershey had no remarks.

President Hershey announced that Borough Council will meet in Executive Session following the public meeting to discuss a police personnel matter.

Adjourn

President Hershey adjourned the meeting, without objection, at 7:38 PM.

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager