

**ELIZABETHTOWN BOROUGH COUNCIL**  
**REGULAR MEETING**  
**October 18, 2018**  
**Minutes**

The regular meeting of Elizabethtown Borough Council was held on Thursday, October 18, 2018 at 7:00 p.m. at the Borough Office. Present were Councilmembers, Bill Troutman, Tom Shaud, J. Neil Ketchum, Jr., J. Marc Hershey, Phil Clark and Jeff McCloud. Also present were Borough Manager Roni Ryan, Assistant Borough Manager Ann Roda, Acting Public Works Director Jeffrey Kinsey, Planning and Zoning Director Pamela Craddock, and Chief Cunningham. Absent was Mayor Chuck Mummert.

President Hershey called the meeting to order at 7:00 p.m. and announced that prior to the meeting Council held an Executive Session to discuss a personnel matter.

**Public Comment**

1. Richard Sheidy, 350 Lemon Street, requested an update on 56 North Market Street. President Hershey responded that the Borough owns 56 North Market Street but no plans or determinations on its future use have been made.

**Approval of Minutes**

After a motion by Clark, second by Troutman, minutes of the following meetings were unanimously approved:

1. Regular Meeting – September 20, 2018
2. Work Session Meeting – October 4, 2018

**Reports**

1. Ms. Deb Drury provided an update on the Elizabethtown Public Library. The update focused on purpose and vision of the library, highlighted literacy in the community and noted upcoming programs. President Hershey asked if the number of visitors to the library has remained consistent with previous years. Ms. Drury noted that there was an increase for summer reading program but that the weather and bridge work did have an impact on certain activities.
2. The Financial Report was unanimously approved after a motion by Clark and second by McCloud.
3. A question on smoke detectors was asked based on the Code Enforcement report. It was noted by Pamela Craddock that the number listed for smoke detectors was all encompassing and that working smoke detectors are a requirement of the Residential Rental Unit Licensing and Inspection Program.
4. The Fire Company responded to 41 calls during the month of September, 20 of which were in the Borough, with an average response time of 7 minutes 20 seconds.
5. Northwest EMS responded to 102 Borough calls during the month of August bringing the year-to-date total for Borough calls to 990.

## **Old Business**

1. It was motioned by Shaud, seconded by McCloud, to approve a ninety (90) day time extension request to complete any outstanding items associated with the recording of Conoy Crossing Phase 3 Final Land Development Plan for a new expiration date of January 18, 2019. Councilmember Ketchum asked if all of the borough work had been completed and if modifications were needed for stormwater management if those would need to be reviewed again by the Borough and council. Pamela Craddock responded that to this point all borough review had been completed and if any changes are needed to address stormwater management and are minor the plan would not need to be submitted for review. President Hershey noted that if the deadline extends past January then the financial security should be reviewed. Following the questions, the motion carried unanimously.
2. Chief Cunningham and Jeffrey Kinsey provided recommendations on parking and traffic flow for Willow Street. The recommendation was to move the temporary restriction up 90 feet from the corner and that traffic flow not be changed. These recommendations were made based on observing traffic flows and conducting a car count. It was noted that moving the stop bars would require an engineering and traffic study. Several follow-up questions on parking were asked.

Clark asked how many spaces the recommendation would reduce on street parking to. Cunningham responded that on the north side, it would not change the parking and on the south side it would remove one legal parking space. President Hershey asked what can be put in place to make the parking area more defined to which stall lines, curb cuts and curb painting were discussed. A question was also asked what it would mean to move the stop bars to allow for more turning radius to which it was noted that an engineering and traffic study would be required and that signal loops would also need to be moved. Council asked if they could advertise an ordinance change following a November meeting and have something in place before the temporary restriction expires. Cunningham responded that the current resolution could be rescinded and legal parking could be enforced to ensure cars are parked the minimum setback distance.

It was motioned by Shuad, seconded by Clark, to rescind Resolution 2018-10 that imposed temporary on-street parking restrictions on the north and south side of West Willow Street and the East and West side of North Poplar Street. Motion carried unanimously.

3. President Hershey stated that the Conditional Use Hearing for 213 N. Market Street is continued and will be held at Borough Council's meeting on November 1, 2018 at 7:00 p.m.

## **New Business**

1. It was motioned by Ketchum, seconded by Clark, to not provide conditional approval to engage in architectural services for a feasibility study and initial statement of probable costs regarding 171 N. Mount Joy Street as a shared location for the Elizabethtown fire company and police department.

Councilmembers had several questions on the two proposals that were received. Ketchum asked about the timetable to which Ryan responded that as written the RFP would have a report presented to Borough Council in December in case council wanted to include anything in the 2019 budget. Troutman asked about the specifics of the proposals. Ryan noted that the Beers + Hoffman proposal meet the parameters of the issued RFP but the Crabtree proposal did not meet the timetable outlined in the RFP. Councilmembers discussed options of: providing an up to amount on the conditional approval; providing a not to exceed timetable; and, seeking revised pricing. Council directed staff to revise the RFP to increase the timeframe for completion and identified a not to exceed for Borough costs.

Motion carried unanimously. President Hershey abstained.

2. It was motioned by Clark, seconded by Troutman, to approve the Stormwater Management Agreement and Escrow Agreement for the Brookridge Lot 10 Minor Stormwater Management Plan. Councilmember Ketchum asked about maintenance and escrow. Pamela Craddock responded that maintenance would be with the property owner who was made aware of the requirement at settlement and that an escrow is in place to ensure the controls are installed properly.

#### **Bills Payable**

Motion by McCloud, second by Troutman, to pay the bills and budgeted transfers as presented:

General Fund.....	\$636,966.11
Sewer Fund .....	\$80,609.87
Capital Reserve Fund.....	\$4,629.60
Construction Fund.....	\$18,592.62
Liquid Fuels Fund .....	\$229,909.59
Train Station Fund .....	\$1,967.63
Subdivision Escrow Fund .....	\$4,042.13

Motion carried unanimously.

#### **Adjourn**

President Hershey announced following the meeting Council would be holding an Executive Session to discuss a legal matter.

Following a motion by Troutman, second by McCloud, the meeting unanimously adjourned at 8:38 p.m.

Respectfully Submitted,

Roni Ryan  
Borough Manager