

ELIZABETHTOWN BOROUGH COUNCIL
BUDGET MEETING
October 8, 2020
Minutes

Elizabethtown Borough Council held a budget meeting on Thursday, October 8, 2020. Present were Council members Bill Troutman, Tom Shaud, J. Neil Ketchum Jr., J. Marc Hershey, Phil Clark and Jeff McCloud. Also present were Borough Manager Rebecca S. Denlinger, Assistant Borough Manager Ann Roda, Police Chief Ed Cunningham, Planning and Zoning Director Pam Roberts, Public Works Director Jeff Kinsey, Finance Assistant Kim Leverentz and Mayor Chuck Mummert.

President Hershey called the meeting to order at 6:04 p.m.

There was no public comment.

Assistant Borough Manager Roda stated that the Borough Office was informed of two proposed polling location changes for the November 3, 2020 election. These changes are for the Third Ward, First Precinct and Third Ward, Third Precinct. The Third Ward, First Precinct is proposed to vote at St. Paul's United Methodist Church (398 N. Locust St.) instead of the Friendship Fire and Hose Company. The Third Ward, Third Precinct is proposed to vote at Elizabethtown First Church of God (144 S. Market St.) instead of the Elizabethtown Borough Public Works Facility. She added that the proposed location changes will be on the agenda for the October 14, 2020 Lancaster County Commissioners Meeting and if approved notification of the changes would be posted to the Borough website and social media. President Hershey suggested that if the locations are changed that something laminated should be developed and placed at the locations to show voters the location change.

Borough Manager Denlinger provided a review of the draft FY2021 budget material that was provided to Borough Council members earlier in the week. She noted that what is currently draft is a balanced budget based on two transfers that are proposed for the Healthcare fund and the Stabilization fund. There was discussion if the transfers were in line with the financial policy in place to which Denlinger responded that the transfers are in line with the current financial policy. Hershey noted that this is a framework to work through and would like to limit the transfers that may be needed. McCloud noted that the transfer for the Stabilization fund would still allow for a balance to remain and Shaud added that if the transfer is needed that is why the Borough has worked hard to maintain the fund. Council then worked through the draft preliminary budget line by line. Questions and clarifications were sought on several line items that included:

- Real Estate Transfer Tax
- Cable
- EPD Contracted Services
- Utility Collection Rates
- IT services

- Expenses related to the property located at 56 N. Market Street
- Training included in Schools and Seminars for EPD
- Regional Comprehensive Plan
- Yard Waste and LCSWMA disposal fees
- Electric rates and recently approved 3-year agreement with Constellation Energy
- EPD Vehicle purchase and the proposed Durango purchase versus the Ford Explorer

For many of the items staff indicated additional clarification and follow-up was needed and the draft budget would continue to be refined. Revisions would also be made to the draft narratives to reflect revisions.

For capital projects Denlinger provided to Borough Council a draft debt schedule for consideration related to the renovation of 56 N. Market Street and design of the EPD office expansion. Ketchum and Clark stated they would like additional time to review the draft schedule provided. There was discussion of Groff Avenue related to pedestrian areas in that options would be evaluated in 2021 and the roadway is proposed for paving in 2022. Development of a Master Plan for Community Park was discussed. The plan would be done in two phases, receive input and then implementation.

Denlinger added that staff will continue to review and adjust the preliminary draft budget and revisions would be provided for the next budget discussion.

After a motion by Clark, seconded by McCloud, the meeting was adjourned at 9:01 p.m.

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager