

**ELIZABETHTOWN BOROUGH COUNCIL**  
**SPECIAL BUDGET PUBLIC MEETING**  
**October 26, 2023**  
**Minutes**

A public meeting of Elizabethtown Borough Council was held on Thursday, October 26, 2023. Present were Councilmembers Lanty Moss, Tom Shaud, J. Marc Hershey, Phil Clark, Jeff McCloud and Jay Hynicker. Also in attendance were Borough Manager Ann Roda, Assistant Borough Manager Pamela Roberts, Public Works Director Jeff Kinsey, and Elizabethtown Police Interim Chief Shane Deardorff. Mayor Chuck Mummert was absent from the meeting.

President Hershey called the Public Meeting to order at 6:00 PM.

**Public Comment**

1. There was no public comment.

**Old Business**

1. David Wendel, Executive Director of GEARS, was present to introduce the proposed renovations at the Poplar Street Facility to Borough Council. This project is a result of a feasibility study conducted in 2019 to determine a way to provide the necessary space at the Poplar Street Facility for the GEARS programs. John Yoder III, who is the architect for the project, was also present at the meeting to describe the proposed renovations to update the health and safety of the second floor of the building. The cost of the renovations are approximately 2.2 million dollars. Mr. Wendel discussed funding for the project which includes funding from municipal members, state and federal grant opportunities, and GEARS.

Mr. Wendel stated that GEARS has two different requests for Borough Council to consider. In order to qualify for certain grants, GEARS must have a long-term lease agreement for the building. GEARS is asking to extend the 5-year lease with the Elizabethtown Area Community Services Authority to 25 years. GEARS is also requesting Borough Council pledge an additional \$75,000 by 2026 to be used for the project.

President Hershey thanked Mr. Wendel and Mr. Yoder for the information and that Borough Council would consider the requests.

2. Borough Manager Roda stated that this agenda item is reflective of discussion during a previous executive session.

It was motioned by Councilmember Hynicker to approve Resolution 2023-13 modifying the Non-Uniform Pension Plan with a Special Vesting Borough Manager amendment for an employee hired into the position of Borough Manager after January 1, 2020 and prior to January 1, 2023. Councilmember Shaud seconded the motion. By unanimous vote, Borough Council approved Resolution 2023-13.

It was motioned by Vice-President Clark to approve a post-employment agreement with Rebecca Denlinger through December 31, 2023. Councilmember McCloud seconded the motion. By unanimous vote, Borough Council approved the post-employment agreement.

3. Borough Manager Roda stated that with the help of HRG and LandStudies, staff has been working towards a submission to PENNVEST for two low interest loans for the Radio Road Interceptor Project and the Hickory Lane Stream and Floodplain Restoration Project.

It was motioned by Councilmember McCloud to approve the submission of two low interest loans to PENNVEST for the Radio Road Interceptor and Hickory Lane Stream and Floodplain Restoration projects, and to authorize the Borough Manager to sign the required Letters of Responsibility. Vice-President Clark seconded the motion. By unanimous vote, Borough Council approved the submission of two low interest loans to PENNVEST and to authorize the Borough Manager to sign the Letters of Responsibility.

4. It was motioned by Councilmember McCloud to approve Resolution 2023-11 to apply to PENNVEST for a low interest loan for the Radio Road Interceptor Project. Councilmember Hynicker seconded the motion. By unanimous vote, Borough Council approved Resolution 2023-11.
5. It was motioned by Councilmember McCloud to approve Resolution 2023-12 to apply to PENNVEST for a low interest loan for the Hickory Lane Stream and Floodplain Restoration Project. Vice-President Clark seconded the motion. By unanimous vote, Borough Council approved Resolution 2023-12.
6. Council President Hershey then lead councilmembers through a discussion of the draft Fiscal Year 2024 Budget. Councilmembers reviewed the Capital Improvement Plan, Trash and Recycling Program, and the General Fund. Councilmembers asked questions on a number of items including the number of kraft recycling bags to be purchased in 2024, planned capital projects, vehicles to be replaced in future years, and other individual line-items. After a discussion on dental insurance, Borough Council directed staff to sign with United Concordia as the new dental insurance carrier for Borough employees. Following the discussion, President Hershey asked Borough Manager Roda to revise the draft Fiscal Year 2024 Budget for review at the November 9, 2023 meeting.

## **New Business**

1. Borough Manager Roda introduced two special event permits to Borough Council and stated that future special event permits would also be presented for review and comment. Staff will also be revising the special event section of the ordinance for consideration at a future meeting.
  - a) Merry Grinch-mas Etown, November 30, 2023  
This event is sponsored by the Chamber of Commerce and LivEtown and will be from 5:00 pm to 8:00 pm on November 30, 2023. The parking spaces on Vine Alley

will be closed but Vine Alley will remain open. Borough Council expressed concern over reducing parking spaces during a downtown event and whether all the spaces along Vine Alley are necessary for the event needs.

b) Welcome2024! December 31, 2023

This event is sponsored by Christ Lutheran Church and will be from 3:00 pm to 7:00 pm on December 31, 2023. PennDOT has approved the closure of the first block of E High Street. Mechanics Alley the length of the Christ Lutheran Property will also be closed.

**Council Remarks**

- Councilperson McCloud thanked the public for staying for the entire meeting.
- Councilperson Hynicker had no remarks.
- Councilperson Moss had no remarks.
- Councilperson Shaud had no remarks.
- Vice-President Clark thanked the public for attending and for the purchase of the new meeting room chairs.
- President Hershey had no remarks.

President Hershey announced that Borough Council will meet in Executive Session following the public meeting to discuss uniform and non-uniform personnel matters.

**Adjourn**

Upon motion by Councilperson Shaud and second by Councilperson McCloud, and without objection, the meeting was adjourned by President Hershey at 9:07 PM.

Respectfully Submitted,

Ann Roda  
Borough Manager