

ELIZABETHTOWN BOROUGH COUNCIL
BUDGET MEETING
October 30, 2019
Minutes

A Budget Meeting of Elizabethtown Borough Council was held on Wednesday, October 30, 2019 at the Borough Office. 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 Roni Ryan, Assistant Borough Manager Ann Roda, Public Works Director Jeff Kinsey, Planning and Zoning Director Pamela Roberts and Chief Cunningham. Absent was Mayor Chuck Mummert.

President Hershey called the meeting to order at 6:02 p.m.

Public Comment

- 1- Trudy Johnston, of Material Matters, commented on the Nutrient Trading Program. She wanted to follow up on her previous remarks and provided council with a handout that she presented as facts of the trading program. The handout provided her estimate in how long it would take staff to calculate credits, complete verification as well as register credits and what the sale of the credits could net.

Councilmembers asked questions on involvement of engineers, who validates credits and if other companies assist clients with Nutrient Trading. Johnston explained that there is no time needed for engineers and the time is limited for legal review as DEP has streamlined the process. She responded that DEP does the validation of credits based on the paperwork that is submitted and that other companies do assist clients in trading credits. She noted that there is no benefit to her but more a benefit to the community because there are treatment plants in need of credits and it would be a savings in the budget. President Hershey noted that any savings would not be a direct savings to the borough due to agreements in place and any proceeds from the sale of credits would be shared.

Introduction of Proposed 2020 Budget & Discussion

Borough Manager Roni Ryan provided an introduction to the proposed draft 2020 budget. She stated that what was before council is a working document of the funds. She reviewed and commented on the anticipated beginning budgets and proposed unappropriated and/or appropriated budgets. She stated bridge inspections and design work for Hickory Lane were included and that the debt service fund includes the debt service for the Public Works Garage as well as the renovations to 56 N. Market Street and the design of the Police Department expansion, for consideration purposes. The draft budget does not currently include a cost of living adjustment for nonuniformed employees and there could be discussion on how to handle costly stormwater requirements into the future as well as park improvements. Ryan ended the introduction outlining the potential schedule for the proposed budget. With no questions on the introduction council began review of the draft material.

For the Debt Service Fund, it was asked if the work for 56 N. Market and EPD were listed as two bonds or one and what the repayment schedule would be for future years. Ryan answered that it would be one bond for both projects. Principle amount would be roughly \$3.5 million over a 31-year term. In reviewing the Capital Reserve Fund, President Hershey introduced the idea of getting community partners and the community together to discuss the Fun Fort at Community Park as well as earmarking funding for improvements. All councilmembers were in agreement and an adjustment was requested to reflect a transfer from the capital reserve fund to the parks fund.

Within the Sewer Capital Fund, an update was requested on the Radio Road Interceptor. Ryan responded that in 2020 additional meter data would be captured and volume transported and condition of the line will be monitored. For the Liquid Fuels Fund, Public Works Director Kinsey reviewed modifications to the proposed 2020 paving schedule. This modification includes the milling of identified streets prior to paving. An update on paving of alleys was also requested. Kinsey responded that the resurfacing work of alleys is being phased and funded through the General Fund. Resident Carol Whitmore asked if Kinsey was evaluating the corner of Maple Alley at Hummelstown Street. He responded that he has. With the Train Station Fund Ryan noted that Borough expenses for maintenance and staff time is tracked and reflected in the fund. Councilmembers asked about parking meters at the station and rental of the space adjoining the station lobby. Ryan responded that any modifications to parking at the station would be initiated and led by Amtrak and PennDOT and that PennDOT has a consultant working to market the rental space.

With respect to the General Fund questions were asked regarding several line items related to real estate transfer tax, Police and Streets. Chief Cunningham addressed the questions on overtime and equipment purchases. Kinsey noted the increase for dues and seminars for the Streets Department was for a staff member to attend a national conference (held more locally then usual) in which best practices for snow plowing and street maintenance would be covered. Ryan noted that the real estate transfer tax amount is conservative because it is predicting real estate transfers but that the amount would be reviewed. Councilmember Ketchum asked for an update on the MS4 permit and potential costs for those requirements. Roberts responded that a permit has not yet been issued by PADEP and Ryan added that the cost of the requirements will be costly. Ryan noted that legislatively townships in PA have the ability to assess a fee for stormwater similar to a utility fee. That same ability has not been provided for Boroughs so separate authorities have to be established.

In reviewing the sewer fund, council added a motion to the agenda regarding Nutrient Trading. It was motioned by Shaud, seconded by Troutman, that over the next twelve months staff will research, evaluate and as warranted develop a process in which the Borough of Elizabethtown participates in the Nutrient Trading Program in future years. The motion passed unanimously. Additionally, the sewer rate was discussed and will be evaluated in 2020 to ensure the current rate meets the operational needs of the plant.

Following the review of the draft budget Borough Manager Ryan asked council how they would like to proceed with the millage rate. Following a discussion by council it was noted that a maximum millage rate of 4.8 mills would be advertised.

President Hershey noted that an executive session would be held following the meeting to discuss a personnel matter.

The meeting was adjourned at 9:22 p.m.

Respectfully Submitted,

Roni Ryan
Borough Manager