

**ELIZABETHTOWN BOROUGH COUNCIL**  
**WORK SESSION MEETING**  
**November 1, 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. Josele Cleary, Borough Solicitor with Morgan, Hallgren, Crosswell & Kane, P.C. was in attendance for the Conditional Use Hearing.

President Hershey called the meeting to order at 7:00 p.m.

**Public Comment**

There was no public comment.

**Conditional Use Hearing Continuation – 213 N. Market Street**

Ms. Cleary started the hearing by identifying an October 17, 2018 letter as part of the record of the hearing.

Applicants, Ronald Wenger and Ashton Wenger, were present at the hearing and did not have anything additional to add following the September 20, 2018 hearing.

Councilmembers asked questions pertaining to:

- Parking order and surrounding shrubbery, specifically if the application were to be approved how parking would be handled and if the shrubbery and brick could be removed to meet parking requirements.
  - o Applicants noted that it would be the tenant's responsibility to park in the needed order and the parking would be for residential only parking. Applicant also noted that shrubbery and brick could be removed to provide needed space for parking requirements.
- Commercial renting, specifically if the applicants had made any effort to rent commercially.
  - o The applicant noted that they had made no effort to rent the space commercially.
- Water and sewer facility, specifically about the commercial rental space and available toilet.
  - o Applicant stated that there currently is a vanity with a wash bowl in the unit and the toilet is located in the garage. Applicant stated that a toilet could be added to the unit if required.

There was no public comment during the hearing and council took a recess at 7:05 p.m. to discuss the application and hearing with legal counsel. At 7:21 p.m. council returned and the hearing was closed.

## Administration

1. It was motioned by Ketchum, seconded by McCloud, to reject the Conditional Use request for 213 N. Market Street to create a ground floor dwelling unit in the Central Business District. Motion carried unanimously.

President Hershey noted to the applicant that they would receive the decision in writing that would outline the decision in detail.

The applicant noted to council that there should be more information available to applicants along the way to prepare. Ms. Clearly responded that the burden to present evidence is on the applicant.

2. Mr. Pete Whipple presented an update on Northwest EMS. Mr. Whipple thanked Borough Council for their previous support and noted that Northwest EMS is working to be proactive with their funding before it becomes a crisis. It was noted that there will be a meeting in January to discuss potential regional solutions for future funding needs. President Hershey asked about insurance payments. Mr. Whipple indicated that the payment for the ambulance is not made to EMS and the payment would then need to come from the patient. EMS can charge for services if they do not transport the patient to the hospital.
3. Chris Gibbons with Concord Public Financial Advisors Inc. presented to council several options to consider for financing the Public Works Garage construction project.
4. It was motioned by Ketchum, seconded by Troutman, to approve the advertisement of an ordinance for \$2.8 million financing for the Public Works Garage construction project with ACNB Bank. Motion carried unanimously.
5. Borough Manager Roni Ryan presented a working draft of the 2019 Budget and provided an overview of the various funds that make up the budget. The introduction also included a summary schedule and potential action items for council to consider. Ryan also provided an overview of the two draft resolutions. The financial policies resolution makes a change to the health care insurance fund and with the change all healthcare expenses would be paid out of that fund. The fee schedule resolution revises fees for right-to-know produced copies, parking permits and residential trash and recycling.

Councilmember Ketchum asked when the healthcare changes would go into effect and Ryan responded that the change is reflective in the working draft of the 2019 budget. A follow-up question was then asked where the funds originate from that are transferred in to pay for the healthcare costs. Ryan noted that the funds originate from the general fund and sewer fund.

Borough Council also discussed scheduling three meetings in which the budget will be discussed. These meetings were set to be November 13, 2018 at 6:00 p.m., November 15, 2018 at 7:00 a.m., and December 4, 2018 at 6 p.m. All meetings will be held at the Borough Office and staff was instructed to advertise the dates and times.

6. It was motioned by Clark, seconded by Shaud, to approve the contract award for the installation of the Volute Dewatering Press at the WWTP to JP Environmental LLC of Shamokin, PA in the low bid amount of \$155,000. Motion carried unanimously.
7. It was motioned by McCloud, seconded by Troutman, to approve the contract award for the installation of pre-emption devices at certain traffic signals to Wyoming Electric and Signal, Inc. of Wyoming PA in the low bid amount of \$44,992. Motion carried unanimously.
8. It was motioned by Clark, seconded by Troutman, to approve a Memorandum of Understanding (MOU) with the Elizabethtown Police Officers Association to set forth the terms and conditions governing a permanent schedule change to a twelve (12) hour schedule to begin in 2019. President Hershey noted that the MOU was discussed in executive sessions and what was being approved was the end result. Councilmember Ketchum asked if the MOU was permanent. Ryan responded that while it is referenced in the opening paragraph there are conditions referenced in the MOU that would allow for changes to be made if necessary. Motion carried unanimously.
9. It was motioned by Clark, seconded by McCloud, to approve a Certificate of Approval for the Elizabethtown Industrial Development Authority's issuance of tax-exempt obligations for financing of capital projects by the Fulton Theater Company. Motion carried unanimously.

### **Police Department**

#### **1. Monthly Report**

Chief Cunningham presented the police department's monthly report that included statistics of borough police responses and interactions with the public. Cunningham noted community interactions with the Elizabethtown College Homecoming Parade as well as Trick or Treat.

After a motion by Ketchum, seconded by Clark, the meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

Roni Ryan  
Borough Manager