

ELIZABETHTOWN BOROUGH COUNCIL
PUBLIC MEETING
December 7, 2023
Minutes

A public meeting of Elizabethtown Borough Council was held on Thursday, December 7, 2023. Present were Councilmembers Lanty Moss, Tom Shaud, Jeff McCloud, Jay Hynicker, J. Marc Hershey, and Phil Clark. Also present were Borough Manager Ann Roda, Assistant Borough Manager Pamela Roberts, Public Works Director Jeff Kinsey, Elizabethtown Police Interim Chief Shane Deardorff, and Mayor Mummert.

President Hershey called the meeting to order at 7:01 PM. He also stated that an executive session was held before the meeting and the results of the session will be announced later in the meeting.

Public Comment

There was no public comment.

Approval of Meeting Minutes

1. After a motion by Vice-President Clark, and second by Councilmember Hynicker, Borough Council voted unanimously to approve the November 16, 2023 Public Meeting minutes and the November 30, 2023 Special Budget Meeting minutes.

Old Business

1. Assistant Borough Manager Roberts briefly introduced the topic to Borough Council and explained that the DDMP Land Development Plan was conditionally approved in March of 2023. While addressing the outstanding items in order to record the plan, representatives for DDMP has asked for clarification on waivers and deferrals for the proposed lot and the parent lot.

Steve Gergely with Harbor Engineering explained that DDMP and Masonic Village are requesting waivers instead of deferrals for the improvements on the parent lot of this project. Masonic Village is concerned about the future costs associated with cartway widening or sidewalks for the large parent tract. President Hershey expressed concern about waiving the right-of-way and cartway width at the intersection of Turnpike Road, Masonic Drive, and W High Street. If the intersection needs improvement in the future, it would be beneficial to have a deferral in place instead of a waiver.

It was also discussed that since the results of the traffic study have come back, a deferral of sidewalks for the proposed lot should not be granted. This would require the sidewalks to be installed as part of the project rather than at a later date.

It was motioned by Vice-President Clark to approve a waiver of Chapter 22, Part 6, Section 611.4 – Street Trees for the parent lot. Councilmember McCloud seconded the motion. By

unanimous vote, Borough Council approved the waiver of street trees for the parent lot.

It was motioned by Councilmember McCloud to deny a deferral of Chapter 22, Part 6, Section 607 – Sidewalks for the proposed lot. Councilmember Shaud seconded the motion. By unanimous vote, Borough Council denied the deferral of sidewalks for the proposed lot.

It was motioned by Vice-President Clark to approve a waiver of Chapter 22, Part 6, Section 607 – Sidewalks for the parent lot. Councilmember Hynicker seconded the motion. By unanimous vote, Borough Council approved the waiver of sidewalks for the parent lot.

It was motioned by Councilmember McCloud to approve a deferral of Chapter 21, Section 503.14.A & Chapter 22, Section 606.1.A – Right-of-Way and Cartway Widths for the proposed lot. Vice-President Clark seconded the motion. By unanimous vote, Borough Council approved the deferral of the right-of-way and cartway widths for the proposed lot.

It was motioned by Vice-President Clark to approve a waiver of Chapter 21, Section 503.14.A & Chapter 22, Section 606.1.A – Right-of-Way and Cartway Widths for the parent lot with the exception of approximately 20 feet of frontage along the west side of the intersection on Masonic Drive and W High Street, which is deferred. Councilmember Shaud seconded the motion. By unanimous vote, Borough Council approved the waiver of the right-of-way and cartway widths for the parent lot with the exception of 20 feet at the intersection of Masonic Drive and W High Street, which is deferred.

2. Borough Manager Roda updated Council on the upcoming traffic changes in the Borough. Staff met with the Borough engineer and the traffic engineer to discuss the proposed changes for W Washington Street and W Willow Street to become one-way and the multi-way stop signs at the intersection of Masonic Drive and W Bainbridge Street. The required documents will be submitted to PennDOT by the end of December. It is anticipated that the changes will go into effect in Spring.

Staff will be sending out educational materials to ensure that the public is aware of the changes. When the one-way traffic conversions go into effect, the Police will be involved to help traffic flow safely.

At future meetings, staff will present Council with amendments to revise traffic ordinances and staff will also ask Council to take action on an effective date for the one-way street conversions.

President Hershey asked if one-way traffic on S Spruce Street could be given further consideration in 2024.

3. Borough Manager Roda stated that at a previous meeting, Borough Council rejected the only bid for the replacement of the damaged traffic signal at the intersection of Market Street and High Street because it did not include prevailing wage. The Market Street – High Street Traffic Signal Project was rebid and one bid was received from CM High.

Councilmember Shaud asked if the Borough will be reimbursed for the costs associated with this work. Borough Manager Roda stated that all invoices are being submitted to insurance and the Borough has been reimbursed for the costs.

It was motioned by Councilmember Shaud to accept the low bid submitted from CM High in the amount of \$155,000 for the Market Street – High Street Traffic Signal Replacement Project. Councilmember Hynicker seconded the motion. By unanimous vote, Borough Council accepted the low bid for the Market Street – High Street Traffic Signal Replacement Project.

4. Borough Manager Roda updated Borough Council on the timeline and schedule for the Radio Road Interceptor Project. She explained that additional project information and meeting notices will be sent to property owners. The Borough will hold an open house and signing event at two different times on January 25, 2024. The bid opening is tentatively scheduled for opening in the beginning of April. Staff continues to work with HRG on the PENNVEST applications for the financing of this project.
5. Borough Manager Roda explained that Council had previously discussed the possibility of adopting an ordinance for a volunteer tax credit incentive program for firefighters. She asked Council if they would like to proceed with creating a draft ordinance for review and if so, what incentives would they like to include in the ordinance. Vice-President Clark stated that he would be leading the conversation on this topic.

Councilmembers indicated that they believe a tax incentive program for firefighters is a way to express thanks to those who dedicate their time to the fire department and could also encourage new potential volunteers to join. Vice-President Clark stated that an incentive program for the small number of qualifying volunteers would have very little impact on the revenue of the Borough but would be very meaningful to the volunteers.

Borough Manager Roda stated that there a number of municipalities that already have a real estate tax incentive program for volunteer firefighters. Borough Council was provided with rough draft of an ordinance that was adapted from West Donegal Township's Volunteer Tax Credit Incentive Program for Firefighters for review. Council indicated that it could be beneficial to have a similar system to West Donegal Township given the proximity of volunteers between the two municipalities.

It was motioned by Councilmember McCloud to proceed with the creation of a draft ordinance for a volunteer tax credit incentive program for firefighters. Councilmember Hynicker seconded the motion. By a 5-0 vote, Borough Council approved proceeding with the draft ordinance for a volunteer tax credit incentive program for firefighters. President Hershey abstained from the vote.

New Business

1. Borough Manager Roda stated that the when GEARS gave their presentation on the second-floor renovations, they made a request to revise the lease agreement between GEARS and Elizabethtown Area Community Services Authority (EACSA).

GEARS is requesting to change the terms of the agreement from five years to 25-years to comply with the PA Department of Conservation and Natural Resources (DCNR) requirement to show control of the property by the grant applicant (GEARS). GEARS is seeking grant funding from DCNR or funds through the Redevelopment Assistance Capital Program (RACP) to generate the money needed for the renovation project. In addition to amending the length of the lease, the agreement will also change the responsibility of snow removal to GEARS instead of Elizabethtown Borough.

Borough Manager Roda stated that Mount Joy Township, West Donegal Township, and Conoy Township have all approved the revised lease agreement.

It was motioned by Councilmember McCloud to approve a 25-year lease between GEARS and the Elizabethtown Area Community Services Authority. Vice-President Clark seconded the motion. By unanimous vote, Borough Council approved the 25-year lease with GEARS.

2. Borough Manager Roda stated that a resident approached the Borough about participating in the Pennsylvania Homeowner Assistance Fund (PAHAF) Program. The PAHAF program provides assistance for mortgage and housing-related expenses as a result of COVID-19 pandemic related financial hardships. In the case of the Borough, this program would help property owners who are in arrears for trash and sewer payments or have liens on their property.

It was motioned by Vice-President Clark to authorize the Borough Manager to submit the necessary paperwork to participate in the Pennsylvania Homeowner Assistance Fund Program. Councilmember McCloud seconded the motion. By unanimous vote, Borough Council approved participation in the Pennsylvania Homeowner Assistance Fund Program.

3. President Hershey stated that this action item is a result of executive sessions held as part of the hiring process, which included Borough Council interviews with candidates, the Civil Service process, and candidate interviews with the Civil Service Commission.

It was motioned by Councilmember Shaud to proceed with the hiring of Jesse J. Schlotzhauer to serve in the position of Lieutenant with the Elizabethtown Borough Police Department, effective Sunday, December 10, 2023. Vice-President Clark seconded the motion. By unanimous vote, Borough Council approved the hiring of Jesse J. Schlotzhauer as Lieutenant.

President Hershey expressed his congratulations and stated that he looks forward to Jesse Schlotzhauer's leadership in the department.

4. Borough Manager Roda stated the Borough's account with Pennian Bank, which is used for debt service, was flagged due to outdated signers. Borough Manager Roda and Assistant Borough Manager Roberts, as well as President Hershey, need to be added to the account as authorized signers.

It was motioned by Councilmember Moss to add the Council President, Borough Manager, and Assistant Borough Manager as authorized signers on the account with Pennian Bank. Councilmember McCloud seconded the motion. By unanimous vote, Borough Council authorized the new signers on the Pennian account.

5. Borough Manager Roda explained that staff is looking to submit an application to PennDOT for the Green Light Go Funding program. The Borough would like to improve pedestrian access at traffic signals by upgrading pedestrian crossing push buttons and bringing them into ADA compliance. Staff will be submitting a pre-application to PennDOT by December 15, 2023, with a full application submitted between February 1, 2024 and February 29, 2024 pending feedback from PennDOT.

It was motioned by Councilmember McCloud to approve submitting a pre-application form to PennDOT for the Green Light Go Funding Program. Councilmember Hynicker seconded the motion. By unanimous vote, Borough Council approved submitting a pre-application form for the funding program.

Mayor Remarks

- Mayor Mummert wanted to be the first to welcome to Jesse Schlotzhauer to the Elizabethtown Borough Police Department as the new lieutenant. He wanted to remind the public that the Holiday Parade is on December 9th at 4pm. He also stated that he would like the Borough Council reorganization meeting on January 2nd to begin at 6pm.

Council Remarks

- Councilmember McCloud expressed his congratulations to Jesse Schlotzhauer and stated that it was exciting to see one of the first officers he helped hire while on Borough Council become the lieutenant. He also thanked newly appointed Chief Koch for attending the Borough Council meeting.
- Councilmember Hynicker thanked newly appointed Chief Koch for attending the Borough Council meeting, as well as the Council elect members.
- Councilmember Moss expressed his thanks to the Council elect members for attending the Borough Council meeting.
- Councilmember Shaud expressed his thanks to the Council elect members for attending the Borough Council meeting.
- Vice-President Clark thanked the public and Council-elects for attending the meeting. He also thanked administration staff and the police department for all the work that has been done in this time of change. He stated that he is happy with the end result.
- President Hershey stated that it has been a challenging year and he wanted to thank staff as well as the other members of council for their resilience during this time.

Adjourn

Upon motion by Councilmember Shaud and second by Vice-President Clark, and without objection, the meeting was adjourned by President Hershey at 8:17 PM.

Respectfully Submitted,

Ann Roda
Borough Manager