

**ELIZABETHTOWN BOROUGH COUNCIL  
WORK SESSION MEETING  
February 1, 2018  
Minutes**

The Work Session Meeting of Elizabethtown Borough Council was held on Thursday, February 1, 2018 at the Borough Office. Present were Council members Bill Troutman, Tom Shaud, Jeff McCloud, J. Neil Ketchum, Jr., and J. Marc Hershey. Also present were Borough Manager Roni Ryan, Assistant Borough Manager Ann Roda, Public Works Director Wayne DeVan, Planning and Zoning Director Pamela Craddock, Police Chief Ed Cunningham and Mayor Chuck Mummert. Absent was Council member Phil Clark.

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

**Administration**

**1. 2017 Annual Audit**

Nicole Cradic and Sean Post of Trout, Ebersole & Groff provided an audit recap of the independent auditors' report for the year ending December 31, 2017. Cradic reported that there were no findings and once again the audit resulted in a clean opinion. She summarized pertinent GASB standards before turning the floor over to Post for a detailed review of receipts and disbursements for all funds. Hershey asked if there was anything to consider to continually improve the Borough's position to which it was noted that the police pension is an area to be mindful of and to review the number of funds to see if consolidations could be made without losing oversight.

**2. Conoy Crossing Request**

Todd Smeigh of DC Gohn and Jake Olweiler of Conoy Crossing LP attended the meeting to obtain from Council guidance on five items pertinent to the development's progression for Phase 3 and then full completion.

- a. Clarification on the incorporation/use of sidewalks.

Conoy Crossing requested clarification on the requirement for sidewalks

Craddock noted that the minutes from the Borough Council September 20, 2012 Public Meeting record a Council approval for deferral of sidewalks, not a waiver, with the following *"Deferral of the requirement in Chapter 22, Part 6, Section 607 for the Developer to install sidewalk on the South side of Masonic Drive from the bridge over Conoy Creek to proposed Lot 142 and abutting the property of Cheryl Espenshade until such time as the Espenshade property is developed. This deferral is upon the condition of execution and recording of an agreement, in a form acceptable to the Borough's counsel, by Ms. Espenshade with the Developer reimbursing the Borough for all costs to prepare and record the Agreement."*

- b. Conoy Crossing requested approval to not extend sewer and water facilities beyond the end of Masonic Drive.

Borough Council noted that while Elizabethtown Borough and West Donegal Township are doing a consolidated review of the plan, that review of the plan was never intended to negate regulations or ordinances of West Donegal Township. It was also noted that Council would not be making a decision on this item and that discussions would need to occur with ERSA, EAWA, and West Donegal Township.

- c. Conoy Crossing requested confirmation of a fixed fee of \$100 for each property in lieu of dedication for parks and recreation for the remaining phases.

Craddock confirmed that the land development agreement from 2007 addresses the park and recreation fee and confirmed that Conoy Crossing pays \$100 per lot.

- d. Conoy Crossing requested approval for the dedication for the remaining portion of Masonic Drive upon construction in Phase 3 prior to the completion of future phases with the submission of a maintenance bond period of 18 months.

After brief discussion, Borough Council noted the request for consideration and did not take formal action on the request.

- e. Conoy Crossing requested relief from the requirement of financial security toward future warranted intersection improvements at South Market Street and Maytown Avenue. This condition was placed on the project at the preliminary planning stage.

After a brief discussion, Borough Council noted the request for consideration and did not take formal action on the request.

**3. Resolution 2018-1, Acquisition of 56 N. Market Street by condemnation or deed in lieu of condemnation.**

It was motioned by McCloud, seconded by Ketchum, to approve Resolution 2018-1 authorizing the acquisition of 56 N. Market Street by condemnation or deed in lieu of condemnation. Motion carried unanimously.

**4. Conditional agreement with PPG, LLC for the purchase 56 N. Market Street.**

It was motioned by Ketchum, seconded by Troutman, to approve the signing of the conditional agreement with PPG, LLC for the purchase 56 N. Market Street in the amount of \$357,000.00. Motion carried unanimously.

**5. Right of Way Agreement with Elizabethtown College.**

It was motioned by Shaud, seconded by Ketchum, to approve the execution of a Right of Way Agreement with Elizabethtown College for the next phase of the pedestrian walkway. Motion carried unanimously.

**Police Department**

**1. Monthly Report**

Chief Cunningham presented the police department's monthly report that included statistics of borough and state police Uniform Crime Reporting (UCR) responses.

**2. Union Street and Poplar Street Stop Sign**

It was motioned by Shaud, seconded by McCloud, to remove the stop sign and replace it with permanent arrows. Motion carried unanimously.

Hershey announced that following the adjournment of the meeting Council would hold an Executive Session to discuss two legal matters, the Vincent W. O'Connor Award and a personnel matter.

After a motion by Troutman, second by McCloud, the meeting was adjourned at 7:50 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "R. Ryan".

Roni Ryan  
Borough Manager