

**ELIZABETHTOWN BOROUGH COUNCIL
WORK SESSION MEETING**

February 7, 2019

Minutes

The Work Session Meeting of Elizabethtown Borough Council was held on Thursday, February 7, 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, Police Chief Ed Cunningham and Mayor Chuck Mummert.

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

Public Comment

1. **Stan Daubert**, 308 S. Mount Joy Street, spoke about the accessibility of meeting information for Borough Council meetings. He stated he is thankful that the information is online as it gives the public an opportunity to review the agenda and attend based topics being discussed. He also asked that borough staff be thanked for their work in making the information available.

Administration

- 1- For this item, President Hershey deferred to Vice-President Ketchum to lead the agenda item discussion.

Vice-President Ketchum provided an overview of previous feasibility studies and asked council members if there were any locations to further consider and how the discussion could move forward.

Councilmember Troutman summarized his evaluation of the previous studies and noted several points from his research on what attracts residents to a community. He noted items such as central location, low crime, affordable housing, low taxes and a thriving community center are attractions. He also noted that historic preservation of buildings gives the community a sense of how it came to be and provides a connection with history. With these points it was noted that 56 N. Market Street should be considered for administrative offices and the Police Department should remain, but expand, at the current location.

Councilmember Clark noted that all locations have positive and negative points. He noted that at this time council should focus its efforts on 56 N. Market Street and continue to evaluate options for the Police Department and possible continued use of 600 S. Hanover Street.

Councilmember McCloud agreed with the previous points made. He added that when 56 N. Market Street was purchased it was with the intent to move offices there and that the movement would support the identified Guiding Priorities and preserve the historic importance of the property.

President Hershey suggested that the discussion be divided into two areas, administrative and police department. He also noted the need to have a plan for parking at 56 N. Market Street so it does not hamper residents attending meetings. Vice-President Ketchum agreed with both items.

President Hershey motioned to approve Hackman Appraisals based on the quote provided to conduct appraisals at 600 South Hanover Street, 620 South Hanover Street and 101 E. Plum Street. The appraisals could then be a component for further discussions. The motioned was seconded by Clark. Motion carried unanimously.

Vice-President Ketchum asked councilmembers to contact staff within the next two weeks if there is additional information needed. Borough staff was asked to pull together preliminary next steps for 56 N. Market Street for the March Work Session.

President Hershey asked if there was any feedback to share with the Fire Company and noted that the Fire Company is also conducting a feasibility study to expand the existing space independent of the Police Department. Vice-President Ketchum noted that he would like to view the feasibility study and appraisals to see if they alter facility options. Discussions on Fire Company and Police Department will continue at the April Work Session.

- 2- Borough Manager Ryan stated that staff worked with Ben Craddock of Lancaster Civil Engineering on developing a potential option for pedestrian access on the section of S. Mount Joy Street from Ridge Road to Ridgeview Ave. Specifications were created to potentially utilize a section of the existing cartway to install a raised 5' wide pedestrian walkway and an adjacent 12" slanted curb on the east side of S. Mount Joy Street. Ryan noted that placing the raised walkway on the existing cartway avoids obstacles such as mature street trees, mailboxes, fences etc, still maintains parking on both sides of the street, and allows for a 10' vehicle travel lane in both directions. A preliminary cost estimate would be \$61,100 in comparison to the traditional concrete sidewalk construction within the right-of-way estimated at \$62,222 not including the cost of addressing obstacles such as street trees, mailboxes, fences etc.

Vice-President Ketchum disclosed that his property is one of the four along S. Mount Joy Street that is being discussed. He asked how rainwater from gutters that currently drain out at the curb would be handled. Public Works Director Jeff Kinsey responded that each location would be unique and would have to be discussed on site.

Councilmember Shaud asked if the utilities could be moved to create the concrete sidewalks. He also commented that for a large portion of the borough the homeowner must pay for the maintenance. Councilmember Clark noted that maybe this could be a compromise for sidewalks since Borough Council has decided over the years to exempt areas where it didn't make sense. Councilmember Troutman asked if the option could be used in other areas where sidewalks are exempt or in place of the concrete curb. He also commented on the installation and noted that this installation should be like any other maintenance need where the homeowner is responsible to make improvements. Vice-President Ketchum asked what was done in the past when new sidewalks were required

and asked about the timing of installation. To address the questions, Ryan stated that in the past in areas where sidewalks were exempt previously or there was the need to install an ADA sidewalk ramp, the Borough would pay for initial installation but any further maintenance would be the property owner's responsibility. She also noted that the installation would be this year since the street is to be paved in the fall.

Councilmember Clark asked about maintenance if it were to be placed in the cartway. Ryan noted that it would be maintained by the homeowner as would any other installed sidewalk.

Councilmember McCloud asked if this type of pedestrian access is acceptable to PennDOT since it is in the cartway. Public Works Director Jeff Kinsey responded that it would not be an issue.

It was noted that the homeowners should be contacted, as follow-up from the meetings held in the fall of 2018, and made aware of the potential action item on February 21, 2019.

Richard Seidy asked a question on paving related to how drains, currently coming from sidewalk curbing get uncovered/cleared. He asked as it relates to raising the elevation of the road and if there is a solution to ensure it drains properly. Public Works Director Jeff Kinsey responded that staff would meet with properties in advance of paving to discuss such locations.

Police Department

1. Monthly Report

Chief Cunningham presented the police department's monthly and annual report. It was noted from the annual report that proactive activity rose in 2018 while Uniform Crime Reporting (UCR) were statistically the same or went down.

President Hershey made note of a few housekeeping items related to attendance at the PA State Association of Borough's Annual Conference and the Annual Chamber Dinner. He also announced that following the adjournment of the meeting Council would hold an Executive Session to discuss a personnel matter and a legal matter.

After a motion by McCloud, seconded by Troutman, the meeting was adjourned at 8:17 p.m.

Respectfully Submitted,

Roni Ryan
Borough Manager

