

**ELIZABETHTOWN BOROUGH COUNCIL**  
**REGULAR MEETING**  
**April 18, 2019**  
**Minutes**

The regular meeting of Elizabethtown Borough Council was held on Thursday, April 18, 2019 at 7:00 p.m. at the Borough Office. Present were Council members, Bill Troutman, Tom Shaud, J. Neil Ketchum, Jr., J. Marc Hershey, and Jeff McCloud. Also present were Borough Manager Roni Ryan, Assistant Borough Manager Ann Roda, Police Chief Ed Cunningham, Public Works Director Jeff Kinsey, and Planning and Zoning Director Pam Craddock. Absent was Mayor Chuck Mummert and Phil Clark.

President Hershey called the meeting to order at 7:00 p.m. and noted that council held two executive sessions prior to the meeting. The first Executive Session was at 5:30 p.m. to discuss a Police Department personnel matter and the second was at 6:00 p.m. to discuss a legal matter.

**Public Comment**

There was no public comment.

**Approval of Meeting Minutes**

After a motion by Troutman, second by McCloud, minutes of the following meetings were unanimously approved:

1. Regular Meeting – March 21, 2019
2. Work Session Meeting – April 4, 2019

**Reports**

1. The Financial Report was unanimously approved after a motion by Ketchum and second by Troutman.
2. There were no questions on the Code Enforcement report.
3. The Fire Company responded to 49 calls during the month of March, 22 of which were in the Borough, with an average response time of 5 minutes 58 seconds.
4. Northwest EMS responded to 113 Borough calls during the month of March bringing the total year to date calls to 329.

**Old Business**

1. It was motioned by McCloud, seconded by Troutman, to approve Ordinance # 991 amending the Borough's Code of Ordinances, Chapter 21 Streets and Sidewalks addressing specifications for curb and sidewalk installation and Chapter 15 Motor

Vehicles and Traffic addressing truck restrictions on certain streets in the Borough.  
Following a roll call vote, the motion carried unanimously.

### **New Business**

1. It was motioned by Shaud, seconded by Troutman, to reject a waiver requested by the property owner of 160 Sunrise Blvd. for the \$35 code enforcement inspection fee for snow and ice sidewalk maintenance dated February 13, 2019. The motion carried unanimously.
2. It was motioned by Ketchum, seconded by Troutman, to approve the advertisement of an ordinance amending the Rules and Regulations for the Civil Service Commission in the Elizabethtown Borough Code of Ordinances. The motion carried unanimously.
3. It was motioned by Shaud, seconded by McCloud, to approve the advertisement of an ordinance extending the existing Local Economic Revitalization Tax Assistance (LERTA) Program. The motion carried unanimously.
4. It was motioned by McCloud, seconded by Troutman, to approve a 90-day extension of time for review of the United Churches Preliminary / Final Land Development Plan for a new expiration date of August 24, 2019. The motion carried unanimously.
5. Public Works Garage
  - a) It was motioned by Troutman, seconded by McCloud, to approve Change Order 5 in the amount of \$53,855.00 for remediating unsuitable soils below footing/building subgrade elevations. The motion carried unanimously.
  - b) It was motioned by Ketchum, seconded by Troutman, to approve payment in the amount of \$114,729.11 to eciConstruction, LLC for work performed on the Elizabethtown Public Works Garage (Invoice No.30.18062.6). The motion carried unanimously.
6. Borough Manager Roni Ryan provided an overview of the options that have been discussed to date and an update on the information that was collected since the previous meeting. She indicated that updated construction estimates were received for 56 N. Market Street and expanding the Police Department into 600 S. Hanover Street.

President Hershey asked that councilmembers decide on their intent for borough facilities and noted that construction estimates have continued to increase and are projected to do so into the next 3 years.

Councilmember Troutman stated that he was in support of renovating 56 N. Market Street and 600 S. Hanover Street. Councilmember Shaud stated that he was still undecided. And, Councilmember McCloud stated he was generally in favor of the plan but would like to have more information on finances.

Councilmember Ketchum asked about the timeframe for the projects. He also stated he would like to obtain an estimate on financing costs. Ryan noted that for 56 N. Market Street the design and engineering work could occur during 2019 and then construction would occur in 2020. She stated the police department construction work would be staged with design and engineering occurring in 2020 and construction in 2021. She also noted that the cost estimates do not include parking or debt service but that staff would work on obtaining debt service estimates.

President Hershey discussed the need to see plans for parking. He also asked Borough Councilmembers to review the numbers provided, the potential square foot changes and be ready to discuss again at the May Public Meeting.

7. It was motioned by Ketchum, seconded by Troutman, to approve an employment agreement with a borough employee. The motion carried unanimously.

President Hershey noted that the agenda item was added to the agenda following the earlier held executive session.

### **Bills Payable**

It was motioned by McCloud, seconded by Troutman, to approve the list of monthly bills and budgeted transfers as presented:

General Fund	\$118,572.92
Sewer Fund	\$90,619.77
Capital Reserve Fund	\$603.75
Construction Fund	\$131,998.50
Train Station Fund	\$3,558.69
Subdivision Escrow Fund	\$1,343.22
Health Insurance Fund	\$72,475.51
Parks Fund	\$1,367.75

The motion carried unanimously.

### **Adjourn**

Following a motion by Ketchum, second by McCloud, the meeting unanimously adjourned at 7:43 p.m.

Respectfully Submitted,

Roni Ryan  
Borough Manager