

**ELIZABETHTOWN BOROUGH COUNCIL
WORK SESSION MEETING**

May 2, 2019

Minutes

The Work Session Meeting of Elizabethtown Borough Council was held on Thursday, May 2, 2019 at the Borough Office. Present were Council members Bill Troutman, Tom Shaud, Jr., J. Neil Ketchum, 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, Planning and Zoning Director Pamela Craddock, Police Chief Ed Cunningham and Mayor Chuck Mummert.

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

Public Comment

1. Greg Bitz, 1531 Hickory Run Court and Dan Connolly, 32 Ironstone Drive, spoke on behalf of Elizabethtown Lions Club. They requested council to consider two projects that the Lions Club may be able to do to support the community. One project highlighted was the addition of flags to poles in town honoring veterans. And, the other project was the addition of inclusive type playground equipment to the park system. President Hershey thanked Mr. Bitz and Mr. Connolly for attending and noted that staff will follow-up to see what collectively could be done to continue to support the community.

Administration

1. Borough Facilities Discussion

Borough Manager Ryan summarized the options that have been discussed to date related to borough facilities. She also noted that revised cost estimates were received from the architect based on the addition of a generator to 56 N. Market Street. The revised cost estimates for 56 N. Market Street and expanding 600 S. Hanover Street were noted to be approximately 44.4 million. Chris Gibbons of Concord Public Finance then reviewed with council potential financing options. Specifically, he reviewed five various options that could be considered. He also suggested that council look into adopting a reimbursement resolution which would allow for soft costs to be incorporated into financing when financing is needed.

Councilmember Ketchum requested clarification on the costs related to the generator for 56 N. Market Street. Ryan responded that the costs will likely be less than what is projected because the projected cost is based on the same model, sizing etc., that is used currently at 600 S. Hanover Street and what would be needed for 56 N. Market Street would be smaller in scale and size. He also asked how the financing would work with drawdowns. Mr. Gibbons responded that the tax law points to drawdowns being for three years of need.

President Hershey asked for clarification on existing debt service with the addition of new debt service and bond rate. Mr. Gibbons noted that the bond rate would depend on bank loan versus a bond loan and years of paydown and both should be part of the evaluation. The boroughs borrowing capacity would also be part of the rate determination.

President Hershey stated that at the April meeting, because not all members were present, he encouraged councilmembers to determine a plan to proceed related to borough facilities. He

added that the plan should include the ability for the Chief to review and ensure plans meet the needs for EPD prior to construction and financing should be evaluated. Councilmember Clark noted he would support renovating 600 S. Hanover Street for EPD and moving the administration staff down to 56 N. Market Street. Ketchum added that he was still in favor of the option discussed for 600 S. Hanover and 56 N. Market but wanted more time to review the financing options and that the construction ability should be staged to allow staff to adequately manage the progress. Ketchum also asked that council consider the reimbursement resolution that Mr. Gibbons discussed.

Given that all councilmembers were present, President Hershey asked if there could be a motion for a decision on the borough facilities. This motion would allow borough staff to continue to work through the design details and financing options. Following the request, it was motioned by Troutman, seconded by Clark to authorize the Borough Manager to enter into an agreement with Tippetts Weaver Architects in an amount not to exceed \$175,000 for architectural, engineering, and other applicable services for administrative office renovations at 56 N. Market Street. Motion carried unanimously. It was then motioned by Troutman, seconded by McCloud, to authorize the Borough Manager to sign a letter of engagement with Concord Public Finance for services related to the financing of capital projects of Elizabethtown Borough. Motion carried unanimously.

2. Elizabethtown Borough Non-Uniformed Personnel Policy

Borough Manager Ryan stated that the updated non-uniformed personnel policy combines all of the existing personnel policy amendments approved since 2009 into one cohesive document. A draft of the policy was provided so council could review the changes. Councilmember Troutman asked for clarification on the terminology used in the policy related to non-essential employees as well as why the terminology for new hire was deleted. It was clarified that the terminology of new hire was deleted because there was no need to distinguish a new hire from a new employee and that essential employees would be those that would respond during a weather event or state of emergency (i.e. snow plow driver vs. office staff).

3. Pedestrian Access – S. Mount Joy Street

Borough Manager Ryan provided an overview of the item and noted staff has been working with Lancaster Civil Engineering to develop the bid specifications for pedestrian access. It was noted that based on meeting with the engineer, Public Works Director and property owners a few items needed to be covered before the project is put out for bids. These items included parking, travel lane sizes and cost estimates.

Councilmember Troutman asked for clarification on the travel lane sizes. It was noted that with the pedestrian access being installed and with parking on both sides the travel lane would be similar to Poplar Street. Troutman then asked if parking needs to be maintained on both sides. Ryan noted that the design was trying not to lose parking based on feedback received from residents.

Councilmember Shaud voiced two concerns. The first was on reducing the size of the cart way if the area is further developed and there is additional traffic. The other was on the cost and noted that if the access is carried down Groff Avenue the costs would be extensive and maybe Groff should remain exempt from sidewalks

President Hershey agreed with Shaud's comment on the extensive costs for Groff Avenue but noted that it is a pilot and further discussion would be needed for Groff Avenue. And, he agreed with Troutman's point on the cartway size and suggested removing parking on one side to increase the travel lane size.

Councilmember Ketchum commented that the reduced travel lane could slow traffic on Groff Avenue which would be good for a neighborhood street but as a collector road may not be the best solution. He also asked if there could be grant money available to assist with the costs. Councilmember McCloud stated that he has been in support of safe pedestrian access but has a concern related to potential costs.

Councilmember Troutman asked how the transition between existing and the new pedestrian area would be designed? Borough Manager Ryan noted that there would be a 5-foot bump out and sidewalk ADA ramping. Resident Richard Seidy asked how vehicular traffic would see the sidewalk bump out with turning. Ryan noted that white line edging would be added to direct traffic.

A motion was made by Clark, seconded by Troutman, to install the pedestrian access between Ridge Road and Groff Avenue on the east side of the street with a vertical curb and with a parking restriction on east side and fog line painted on west side. Motion passed with Shaud voting in opposition.

Borough Manager Ryan noted that ordinance language for the parking restriction will be forthcoming.

Police Department

1. National Police Week

Mayor Mummert presented a proclamation recognizing National Police Week to be the week of May 12 – 18, 2019.

2. Monthly Report

Chief Cunningham presented the police department's monthly and noted no significant changes in activities for the month. He also commended the cooperation and professionalism of the police, fire and ems that provided a coordinated response to a recent incident that resulted in a peaceful conclusion.

After a motion by Troutman, seconded by Clark, the meeting was adjourned at 8:15 p.m.

Respectfully Submitted,

Roni Ryan
Borough Manager