

ELIZABETHTOWN BOROUGH COUNCIL
REGULAR MEETING
July 16, 2015
Minutes

The regular meeting of Elizabethtown Borough Council was held on Thursday, July 16, 2015 at 7:00 p.m. at the Borough Office. Present were Councilmembers Phil Clark, J. Marc Hershey, Jeff McCloud, Tom Shaud, Dr. C. Dale Treese and J. Neil Ketchum, Jr. Also present were Borough Manager Roni Ryan, Assistant Borough Manager Cindy Foster, Planning and Zoning Director Rodney Horton, and Police Chief Jack Mentzer. Mayor Chuck Mummert was absent.

Ketchum began the meeting by reporting that Council met in Executive Session at 6:00 p.m. tonight to discuss a real estate matter.

After a motion by Hershey, second by Clark, minutes of the following meetings were unanimously approved:

- Regular Meeting—June 18, 2015
- Work Session Meeting—July 2, 2015

Public Comment

1. **Deb Drury, Executive Director of the Library**, provided an update on establishing a fingerprinting center at the Library. Dury noted that Cogent has approved the application and work has begun to build the system which is expected to arrive in about three weeks.

Reports

1. The Financial Report was unanimously approved after a motion by Clark, second by McCloud.
2. The Code Enforcement Report was provided as an informational item.
3. The Fire Company responded to 51 calls during the month of June, 17 of which were in the Borough, with an average response time of 5 minutes 1 second.
4. Northwest EMS had no report.

Old Business

1. Motion by Hershey, second by Shaud, to approve a sanitary sewer quarterly fee and trash/recycling fee waiver request from the Lancaster Area Habitat for Humanity at 50 East Washington Street until such time as the unit is constructed and occupied. Motion carried unanimously.

New Business

1. Motion by Clark, second by McCloud, to approve appointment of the following individuals as probationary police officers with the Elizabethtown Police Department effective on the dates indicated:
 - a. Jacob Kadilak July 21, 2015
 - b. Jesse Mancuso July 22, 2015
 - c. Greg Riehl July 23, 2015Motion carried unanimously.
2. **Special Event Permit Review**—Mentzer reviewed the program since its inception three years ago noting that of the 30 applications received, only one was not approved. He expressed his opinion that the program is working well and has proven to be worthwhile. Mentzer noted, however, that while applications are submitted by required deadlines, at times they are not completed until just days before the event. The lack of a completed application so close to the event creates problems for staff in providing adequate support. Mentzer requested guidance from Council on the last possible cut-off date for completed applications to be submitted for use of public facilities and/or

property. He clarified that if a permit is rejected the event may still go forward on private property. Discussion ensued on the appropriate length of time for the cut-off date and whether it should be based on calendar or business days.

Ramon Escudero, Executive Director of the Chamber of Commerce, thanked Mentzer for his help with applications he has submitted. Escudero noted that in his experience the problem lies with a learning curve for first-time events and the fact that third parties involved in the planning often do not understand the timeline.

Andrew Schoenberger, President of MSIB, noted his group has experienced problems securing insurance for events where alcohol is to be sold. In addition to it being a time-consuming process, it is expensive and securing the funding early is often not possible.

Action Item:

Motion by Treese, second by Hershey, to amend the Special Event Permit Process to establish the cut-off for completed applications being submitted to the Borough as ten (10) calendar days prior to the scheduled event and noting that completed applications not submitted prior to that time shall be denied. Motion carried unanimously.

3. **Market Street! Improving Business Funding Request**

Council considered a request from Market Street! Improving Business (MSIB) for \$20,000 in funding covering 50% salary for a position within its organization. Representatives from MSIB were present in the audience but had no public comment other than to share a letter from Tom Blaszczuk, a downtown businessman, in support of the request.

Escudero clarified that the Chamber is, in fact, an economic development organization and pointed to partnerships with the Workforce Investment Board and his seat on the Lancaster County Economic Development Real Estate Task Force.

Council deliberated the request at length questioning Schoenberger throughout the process on accountability should the request be granted, seeming overlap and duplication of duties of the position with those already being addressed through other organizations, sustainability going forward, and MSIB's capacity to undertake the wide scope proposed for the position. Treese also noted that Council is prepared to embark on a strategic plan for the downtown and it would not be wise to create multiple positions going in different directions.

Hershey raised questions about the lack of fiscal accounting following Council's contribution to the 2013 New Year's Eve event organized by MSIB and the fact that Schoenberger stated at that time that he would prefer not to work with the Borough. Schoenberger responded that he has grown up since that time and realizes we must all work together.

Hershey also questioned duties of the proposed position referring to a March MSIB Facebook post indicating the position would provide support to Pita Pit, Epic Photography, and MSIB. Hershey wondered how the group planned to segregate public dollars. Schoenberger responded that Hershey was referring to an old post and that the position would not be tied to private business.

When asked if the group has the \$20,000 matching funds Schoenberger stated they did not but would raise them if the request is approved. McCloud wondered how the group planned to raise \$20,000 this year and \$40,000 in subsequent years to fund the position. Schoenberger stated the model for funding would be through business sponsorships and surplus from community events. He stated the Borough's contribution of \$20,000 was an investment that MSIB would build upon to bring in tax revenues; if they could generate \$20,000 in new tax dollars he felt the costs would be covered.

Hershey expressed his feeling that the group should be collaborating more with the Chamber rather than working independently. Schoenberger noted he will be meeting with the Chamber to work on communications and relationships. Ketchum felt that perhaps this funding request was premature in light of an upcoming meeting between the two groups.

The general consensus of Council was that coordination, collaboration, and cooperation is key for all entities. Duplication of effort and amorphous duties are difficult to approve.

Action Item:

Motion by Treese, second by Hershey, to reject a request for \$20,000.00 from Market Street! Improving Business (MSIB) to fund a full-time position within the organization.

Treese thanked MSIB for its efforts planning downtown events but explained his lack of support for the request as follows:

- a. The position has wide-ranging duties, many of which are already being addressed by other entities.
- b. This is a huge task—one Council and Borough Authorities have been dealing with for many years.
- c. MSIB should coordinate with the Chamber and work together to ensure no overlap.
- d. Council is on the cusp of a strategic plan and is responsible, as the leader in the community, to set direction.

After the question was called the motion to reject the request was unanimously approved.

4. Trash and Recycling Collection Contract Update

Foster reported that the trash and recycling collection contract has reached the end of its three-year term and will be rebid in conjunction with the 2016 budget process. As a result of requests from residents, the following changes will be made to the contract:

- a. Yard (soft) and woody waste will be collected every other week year-round. Both materials can be mixed together for collection in a reusable container and placed at the curb on the same day as regular trash and recycling collection. It was noted that leaf collection will be held in the fall on weeks when yard/woody waste collection is not scheduled.
- b. Friday trash collection will be moved to Tuesday. This will be the only day affected by a change and will allow any residents traveling over weekends to retrieve cans from the curb. It was also noted that often people get home from work after the Borough Office is closed. If trash is missed in those cases there is no one available to take the call and it sits out all weekend. Changing the collection to Tuesday will remedy the situation.

Award of a new contract is expected at the September 17, 2015 meeting.

5. Motion by Clark, second by McCloud, to approve Resolution 2015-9 authorizing the Borough Manager to renew a winter municipal agreement with Penn DOT for snow and ice clearing for the period October 15 to April 30 for the years 2015 through 2020. Motion carried unanimously.

6. Crossing Guard Services Update

Mentzer provided an update on efforts by the Borough and the School District to contract crossing guard services to a third party administrator noting he met with the School District's Finance Committee and found they are open to the idea. The District, however, prefers the cost sharing move from a 70/30 split, with the District paying 70%, to a 50/50 arrangement as outlined in the Borough Code. Regardless of whether or not the service is not contracted out to a third party, the District still wishes to move to a 50/50 split.

Mentzer reviewed the advantages of contracting for these services and noted that the contract would be for two years with an option to renew annually for two additional years. He suggested

proposing a similar arrangement as the Borough provided the District when phasing in payment for SRO services.

Action Item:

Motion by Hershey, second by Shaud, to approve a two-year contract with All City Management Services with the option to renew annually for two additional years with a 70/30 split in year one, a 60/40 split in year two, and a 50/50 split in year three and beyond with the District paying the larger portion in years one and two or, should the District reject this proposal, a 50/50 split beginning in year one of the contract. Motion carried unanimously.

7. Motion by Shaud, second by McCloud, to approve the selection of Hammel Associates Architects, Inc. to provide architectural/engineering services for design of a public works garage and associated land development plan at 820 South Market Street at a cost of \$133,739.00. Motion carried unanimously.
8. Motion by Treese, ,second by Hershey, to approve Requisition #20 dated June 15, 2015 in the amount of \$81,078.05 for the Elizabethtown Pedestrian/Bicycle Pathway Project payable to Horst Excavating. Motion carried unanimously.

Bills Payable

Motion by McCloud, second by Hershey, to pay the bills as presented:

General Fund.....	\$181,049.61
Sewer Fund	\$77,303.57
Capital Reserve Fund	\$1,481.72
Subdivision Escrow Fund	\$149.26
Parks Fund	\$657.78

Motion carried unanimously.

Following a motion by Treese, second by Shaud, the meeting unanimously adjourned at 8:59 p.m.