

MINUTES  
ELIZABETHTOWN BOROUGH  
PLANNING COMMISSION

December 13, 2022

The Elizabethtown Borough Planning Commission held its monthly meeting on Tuesday, December 13, 2022, at 6:33 p.m. To best comply with COVID-19 safety regulations (but still conduct regular business) this Planning Commission meeting was held remotely using Zoom. The Commissioners present were Jenni Woodworth, Everal McDonald, and Tyler Hoover. Dr. Kyle Kopko and Christine R. Seitz were absent. Planning and Zoning Director Pamela Roberts and Ben Craddock with Lancaster Civil Engineering were also present.

**Public Comment:**

There was no comment from the public to be heard.

**Meeting Minutes:**

The minutes of the Planning Commission meeting held on October 11, 2022 were unanimously approved.

**DDMP Investment Advisors Final Subdivision and Land Development Plan:**

Amanda Groff with Harbor Engineering was present at the meeting to introduce the DDMP Investment Advisors Final Subdivision and Land Development Plan to the Planning Commission. Groff gave a general presentation of the plan and explained that a small lot is proposed to be subdivided off of the larger Masonic Village parcel. An office building for DDMP Investment Advisors is to be constructed on the newly created lot that will be owned by DDMP. DDMP is currently a tenant of Masonic Village in an office space on the larger parcel.

Groff asked to go through the Lancaster Civil review letter from December 7, 2022 to get clarification on a few of the comments. There was a lengthy discussion on the deferral request of sidewalks along Masonic Drive. Groff stated that they are asking to defer the sidewalks to help preserve the mature trees on the property. Woodworth stated that she does understand the desire to protect the trees but would like for the applicant to explore other options, such as a pathway, instead of granting the deferral request immediately. McDonald asked if there was a timeline associated with the deferral request and Groff stated that there was no specific timeline.

A number of questions were asked about review comments that applied to the entire property, such as required street trees and right-of-way/cartway width requirements. Groff asked if street trees would only be required on the small lot being subdivided off of the larger parcel but Craddock stated that because the larger parcel is a part of the plan, the improvements would be required everywhere or a waiver must be requested.

**Action:**

Moved by McDonald, seconded by Hoover to accept the DDMP Investment Advisors Final Subdivision and Land Development Plan for review. Motion passed unanimously.

**Act 537 Special Study:**

Roberts explained the Act 537 Official Sewage Facilities Plan Special Study for the Radio Road Interceptor Project. Elizabethtown Borough is planning major improvements to the Radio Road Interceptor that is a major conveyance system to the Waste Water Treatment that follows the Conoy Creek. The current system is aging and has capacity issues. Roberts stated that this one of the largest projects undertaken by the Borough in quite some time. To make the necessary interceptor improvements, a number of permits must be acquired from the Pennsylvania Department of Environmental Protection. In addition to permits, PADEP requires an Act 537 Special Study to be completed.

MINUTES  
ELIZABETHTOWN BOROUGH  
PLANNING COMMISSION

December 13, 2022

The Borough's sewer engineer, HRG, has prepared the study and it has been discussed at a number of Borough Council meetings. The study has been advertised for a 30-day public comment period and submitted to the Lancaster County Planning Department for review and comment.

Elizabethtown Borough is asking for a letter of support from the Planning Commission that will be included with the submission of the Act 537 Special Study to PADEP.

Action:

Moved by McDonald, seconded by Hoover to send a letter of support of the Act 537 Special Study from the Planning Commission to Elizabethtown Borough. Motion passed unanimously.

**COVID-19 ARPA H2O PA Funding Application:**

Roberts explained two different funding opportunities that Elizabethtown Borough is pursuing to help fund improvements related to the sanitary sewer system and Waste Water Treatment Plant. There are two different financial thresholds for the grants and the Borough will be applying for both grants.

The first large project is the Radio Road Interceptor project that was discussed previously. As stated, this is a very large-scale project and is quite expensive. Elizabethtown Borough anticipates that the total cost of this project will be approximately \$5,500,000.

The smaller project is the SCADA System Project. SCADA stands for "Supervisory control and data acquisition" and is the electronic control system of the Waste Water Treatment Plant. The Borough's current system is quite old and in great need of an update. The improvements will cost just under \$500,000, which is the threshold for the small project grant application.

Elizabethtown Borough is requesting a letter of support from the Planning Commission for each of the projects that will be including in the application.

Action:

Moved by McDonald, seconded by Hoover to send letters of support of the grant applications from the Planning Commission to Elizabethtown Borough. Motion passed unanimously.

**COVID-19 ARPA Funding Application Request from Elizabethtown Area Water Authority:**

Roberts stated that the Borough received a last-minute request from the Elizabethtown Area Water Authority for support for a grant application. Unfortunately, the deadline for the grant application will be after the next Planning Commission meeting in January. Because this was such a last-minute request, it was not added to the Planning Commission agenda. The Planning Commission took action to officially add the application request to the agenda.

The Elizabethtown Area Water Authority is applying for the same grant as the Borough for improvements to the Buckingham water tank. This request is for the small project program and will cost less than \$500,000. EAWA plans to make a number of necessary repairs and improvements to the water tank. Similar to the Borough, EAWA is asking for a letter of support that can be included in their grant application.

MINUTES  
ELIZABETHTOWN BOROUGH  
PLANNING COMMISSION

December 13, 2022

**Action:**

Moved by McDonald, seconded by Woodworth to add the COVID ARPA Funding Application Request from Elizabethtown Area Water Authority to the December 13, 2022 Planning Commission agenda. Motion passed unanimously. Moved by McDonald, seconded by Hoover to send a letter of support of the grant application from the Planning Commission to the Elizabethtown Area Water Authority. Motion passed unanimously.

**Other Business:**

There was no other business to be discussed.

**Adjournment:**

The Planning Commission unanimously approved the adjournment of the meeting at 7:21 p.m. after a motion by McDonald and a second by Woodworth.

Respectfully Submitted,

Pamela Roberts  
Planning and Zoning Director