

**ELIZABETHTOWN BOROUGH COUNCIL**  
**WORK SESSION**  
**November 3, 2016**  
**Minutes**

Elizabethtown Borough Council held its monthly work session meeting on Thursday, November 3, 2016, at 7:00 p.m. at the Borough Office. Present were Councilmembers Phil Clark, J. Neil Ketchum Jr., Jeff McCloud, Tom Shaud, Dr. C. Dale Treese and J. Marc Hershey. Also present were Borough Manager Roni Ryan, Assistant Borough Manager Cindy Foster, Planning & Zoning Director Rodney Horton, Public Works Director Wayne Devan, Police Chief Jack Mentzer, and Mayor Chuck Mummert.

**Public Comment**—None

**Council heard the following informational reports:**

**1. Administration**

- a. Proposed Amendments to ESPMC Ordinance—Horton explained that the proposed revision copies language from the zoning ordinance concerning swimming pool maintenance to code enforcement, thereby speeding the process when dealing with above-ground and in-ground pools in poor condition. Authorization to advertise a proposed ordinance will be on the November 17<sup>th</sup> agenda for consideration.
- b. Chamber Holiday Parking Request—Ryan reviewed a letter of request from the Chamber to allow free parking in the downtown district during the 2016 holiday season.

**Action Item:**

Motion by Clark, second by McCloud, to grant the Chamber's request to cover meters along North and South Market Street, East Park Street, and at all municipal parking lots from December 19, 2016 through January 2, 2017. Motion carried unanimously.

- c. EAWA Update—Treese reported the following:
  - i. The budget process is underway.
  - ii. An appointment to a vacant township seat on the Board is pending.
  - iii. The state has confirmed that we are currently in a drought situation.

**2. Police Department**—Mentzer reported on the following:

- a. Police Department monthly report.
- b. Fee Resolution Update—two changes are proposed to the fee resolution and will be on the December 15<sup>th</sup> agenda for consideration:
  - i. Breathalyzer testing fee of \$150/test to help offset the cost of this equipment.
  - ii. Contracted Services—the current rate of \$60 was set in 2006 and is not keeping pace with pay raises and overtime rates. The proposed increase will serve to cover actual costs for providing this service.
- c. Beards for Brothers—during the month of November several officers are participating in a fundraiser to help offset costs for an officer whose daughter was diagnosed with cancer. Contrary to the Department's clean-shaven policy, officers are allowed to grow facial hair by making a donation of \$25. If they wish to trim the growth, an additional \$25 donation is required.

### **3. 2017 Proposed Budget**

- a. Ryan presented the proposed budget for 2017 stressing that the document is preliminary and subject to change. She reported that the budget consists of 16 funds with a total of \$29.3 million in fund activity and reviewed the revenues, expenses, and unappropriated balances for each fund. Discussion ensued on potential transfers into and out of the General Fund as well as on ways to prepare for street paving projects over the coming years. Council will consider the proposed budget and be prepared to recommend advertisement of a maximum millage rate at the November 17<sup>th</sup> Regular Business Meeting. Discussion of the proposed budget will continue at that time as well as at the December 1<sup>st</sup> Work Session Meeting. Final adoption is expected at the December 15<sup>th</sup> Regular Business Meeting. Ryan concluded her presentation by thanking staff for its input during this process and especially commending Kris Strayer for her hard work compiling the document.

#### **Council Comments:**

1. Hershey reminded everyone that the November 17<sup>th</sup> meeting will begin at 8:30 p.m. to allow Council attendance at the Lancaster County Planning Commission's briefing for regional elected officials at West Donegal Township earlier that evening on the comprehensive plan update, Places2040.

After a motion by McCloud, second by Clark, the meeting was unanimously adjourned at 8:45 p.m. whereupon Council entered Executive Session to discuss a personnel matter.