

**ELIZABETHTOWN BOROUGH COUNCIL**  
**WORK SESSION**  
**January 5, 2017**  
**Minutes**

Elizabethtown Borough Council held its monthly work session meeting on Thursday, January 5, 2017, 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**

1. **Robert Yahara, 207 Masonic Drive**, expressed his confidence in stormwater management practices put in place at the Conoy Crossing development noting the bypass road is in compliance with the Clean Water Act. He wished continued success for Conoy Crossing developers relative to bringing tax dollars into the Borough.

**Special Recognition**

Council President Hershey presented Public Works Director Wayne DeVan with a 40-year service award and recapped highlights of DeVan's tenure, including two renovations to the current office building (1980 and 1992), several versions of the wastewater treatment plant operations, purchase of the water system (1984) and Cornwall Quarry, transfer of the water system to EAWA upon its creation in 2005, development of a detailed street maintenance and paving program in 1980 that is still used today, and installation of six of the eight traffic signals in the Borough. DeVan works closely with the public, in partnership with other municipalities and state agencies, and over the years with numerous public works and administrative employees. He is to be congratulated for reaching this important milestone and thanked for his 40 years of dedicated service to the community.

**Council heard the following informational reports:**

**1. Administration**

- a. Elizabethtown Mennonite Church Final Land Development Plan—Horton provided background information before introducing Brian Cooley of DC Gohn for a review of the plans. Cooley reported that the Church wishes to add a fellowship hall and expand its parking lot while addressing stormwater management concerns. He noted that the County Planning Commission and Hanover Engineering have provided comments, and the Planning Commission has reviewed the plan and accompanying waiver requests and recommends approval. The matter will be on the January 19<sup>th</sup> agenda for Council's consideration.
- b. Free Lot Improvements Design—Chris Brown, Derck & Edson, reviewed options for improvements at the Borough's municipal parking lot at the intersection of Mechanics and Cherry Alleys. Discussion centered on managing stormwater runoff using various porous pavers in the parking areas, landscaping, signage, lighting, improvements to the steps from the lot to Mechanics Alley and potential traffic reconfiguration in the adjacent alleys. Survey work will be expanded to take the area from Mechanics Alley to Market Street into consideration, and recent land development plans from adjacent properties will be reviewed as a possible source for additional information. Brown will return to the February work session to present results of the survey and get Council's guidance before proceeding with the project.
- c. Maytown Avenue Improvements Update—Ryan reviewed a proposed agreement with West Donegal Township to coordinate curb and sidewalk installation at properties along Maytown Avenue with completion prior to Penn DOT's 2017 resurfacing project. Discussion ensued on costs, complications of the work due to Penn DOT requirements, and timing of improvements to Smith Alley which runs behind the properties in question.

**Action Item:**

Motion by Ketchum, second by Shaud, to approve an intergovernmental agreement between Elizabethtown Borough and West Donegal Township outlining coordination of improvements on Maytown Avenue in 2017. Motion carried unanimously.

- d. NWEMS Vehicle Donation Request—Ryan reported that NWEMS has requested the Borough donate Truck #12 to them for maintenance and snow removal. This vehicle, valued between \$2,000 and \$3,000 is scheduled for replacement in 2017.

**Action Item:**

Motion by Clark, second by McCloud, to approve donation of Truck #12 to Northwest EMS once the replacement vehicle is received. Motion carried unanimously.

- e. Draft Non-Uniformed Employees Severe Weather Policy—Ryan reviewed a proposed severe weather policy for non-uniformed employees that would allow for liberal leave for non-essential personnel while supporting essential personnel during severe weather events.

**Action Item:**

Motion by McCloud, second by Clark, to approve the Non-Uniformed Employees Severe Weather Policy. Motion carried unanimously.

- f. 2017 Holiday Parade Planning—Foster reviewed proposed dates for the 2017 Holiday Parade and potential challenges associated with each. Council's consensus was to conduct the 2017 parade on Saturday, December 9 at 4:00 p.m. and to continue with the second Saturday in December going forward.
- g. EAWA Update—Treese reported that EAWA adopted a severe weather policy for its employees closely mirroring the one adopted tonight. He also noted that the Borough remains in a drought situation.

**2. Police Department**—Mentzer presented the police department's monthly report.

After a motion by Clark, second by McCloud, the meeting was unanimously adjourned at 8:19 p.m. whereupon Council entered Executive Session to discuss a legal matter, the 2017 Vincent W. O'Connor Award, and a police department personnel matter.