

ELIZABETHTOWN BOROUGH COUNCIL
PUBLIC MEETING
January 18, 2024
Minutes

A public meeting of Elizabethtown Borough Council was held on Thursday, January 18, 2024. Present were Councilmembers Lanty Moss, Andrew Schoenberger, Jeff McCloud, Jay Hynicker, J. Marc Hershey, and Jeff Winterborne. Also present were Borough Manager Ann Roda, Assistant Borough Manager Pamela Roberts, Public Works Director Jeff Kinsey, Elizabethtown Police Chief Koch, and Mayor Mummert.

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

Public Comment

1. Richard Sheidy, 350 Lemon Street – Mr. Sheidy stated that he understands that the Borough received complaints about making the decision to not plow during the January 6th snow storm but he supports that decision and feels that it was the right choice. He said that he believes Borough staff has done well with snow removal during both recent storms.

Presentations

1. Mayor Mummert presented the Mayor's Choice award for the 2023 Christmas Treetown competition to Elizabethtown Barbers. He said that he was happy to see the E-town blue incorporated into the tree design. Greg Grogan presented Charmed 3 with a \$500 check donated by the Greg Grogan-Kate Storm Team for the Most Votes award.
2. Jon Cramer and David Lytle from Conrad Siegel presented Borough Council with information on the actuarial valuation assumptions and methods of the Uniform and Nonuniform Pension Plans. The gentlemen discussed changing the Police Pension Plan interest rate from the current rate of 7% to 6.5% and the impacts that could have on plan's funded ratio. After discussion, Council determined that they would like to continue with a 7% interest rate at this time but evaluate the rate again in the future.
3. Lee Eckert with GEARS was at the meeting to present awards to the 2023 Holiday Parade winners. The Judges Choice Award was presented to the Elizabethtown Field Hockey Team, the Best Use of Theme Award was presented to the Rheems Athletic Association, and the Community Vote Award was presented to Lethea Myers, Berkshire Hathaway Home Services.

Approval of Meeting Minutes

1. After a motion by Councilmember Hynicker, and second by Councilmember Schoenberger, Borough Council voted unanimously to approve the January 2, 2024 Public Meeting minutes.

Reports

1. Borough Council unanimously approved the Financial Report and PLIGT Report as submitted after a motion by Vice-President McCloud and second by Councilmember Hynicker.
2. Chief Koch gave a brief description of the Elizabethtown Police Department report for the month of December 2023. President Hershey asked Chief Koch if a report for 2023 could be created and shared at a future meeting to help compare last year's activities to previous years.
3. There were no questions on the December 2023 Code Enforcement Report.
4. There were no questions on the December 2023 Fire Company Report. The Fire Company responded to 42 calls in December with 18 of those calls being located within the Borough.
5. Northwest EMS responded to 856 calls during the month of December 2023, of which 166 were within the Borough, which is 19.39% of calls. For the entire year of 2023, Northwest EMS has responded to 8,982 calls with 19.77% occurring in the Borough.
6. There were no questions on the December 2023 Elizabethtown Area Water Authority Report.
7. There were no questions on the November 2023 GEARS Report.
8. There were no questions on the MESA reports from December 6, 2023, December 20, 2023, December 27, 2023 and January 3, 2024. President Hershey stated that MESA is meeting every Wednesday in preparation for officially taking over services for EMS on February 4, 2024. He also mentioned that the new MESA website went live on January 18, 2024.

Old Business

1. Assistant Borough Manager Roberts explained that the applicant for the Railroad Ridge Land Development Plan has requested a second time extension to change the current plan review deadline from February 1, 2024 to May 2, 2024. She explained that the applicant has been before the Borough Planning Commission one time but has not resubmitted a revised plan in response to the review by the Borough Engineer and Solicitor.

It was motioned by Vice-President McCloud to approve the request to extend the plan review period for the Railroad Ridge Land Development Plan to a new deadline of May 2, 2024. Councilmember Winterborne seconded the motion. By unanimous vote, Borough Council approved the time extension.

2. Borough Manager Roda stated that Bill Troutman has expressed interest in serving on the Elizabethtown Area Community Services Authority but will need to know the meeting schedule before he can commit to the position. Borough Manager Roda stated that once the meeting schedule has been finalized, she will confirm with Mr. Troutman whether he would be willing to serve. Councilmember Schoenberger stated if needed he would have interest in servicing in this capacity. Borough Council tabled the appointment until a future meeting.

New Business

1. Borough Manager Roda explained that a new resolution must be adopted to revise Resolution 2023-04 to authorize Ann Roda to file and sign material related to the Elizabethtown College RACP grant application. For Elizabethtown College's Redevelopment Assistance Capital Program application, Pennsylvania requires that the Borough serve as the applicant for the \$1,375,000 funding award for the PA Program and Health Related Majors Project.

It was motioned by Councilmember Winterborne to approve Resolution 2024-01, a resolution authorizing the filing of a Redevelopment Assistance Capital Program application on behalf of Elizabethtown College. Councilmember Schoenberger seconded the motion. By unanimous vote, Borough Council approved Resolution 2024-01.

2. Borough Manager Roda stated that Resolution 2024-02 had been prepared to dispose of Elizabethtown Police Department records in accordance with the Pennsylvania Historical and Museum Commission Municipal Records Manual.

It was motioned by Vice-President McCloud to approve Resolution 2024-02 to dispose of certain records in accordance with the Pennsylvania Historical and Museum Commission Municipal Records Manual as amended March 28, 2019. Councilmember Hynicker seconded the motion. By unanimous vote, Borough Council approved Resolution 2024-02.

3. Borough Manager Roda explained that the property owner of 321 Masonic Drive has requested to not be charged for trash and recycling because they are not at the residence full-time. Borough Manager Roda stated that no other properties in the Borough have opted out of refuse billing and during the discussion, Borough Council said that they did not want to set a precedence by approving this request.

It was motioned by Councilmember Hynicker to reject the request to opt out of refuse billing. Councilmember Schoenberger seconded the motion. By unanimous vote, Borough Council rejected the request to opt out of billing.

4. Borough Manager Roda explained that DEP has completed their review the environmental cleanup at 101 E Plum Street and issued Elizabethtown Borough a clean bill of health for the property. Borough Manager Roda asked Council to provide staff with direction on if they would like to attempt to sell the property and if so, would they prefer to sell the property through public auction or by sealed bids.

After discussion, Borough Council directed staff to move forward with obtaining an appraisal for the property and to get further information from the Solicitor on selling the property through the sealed bid process.

5. Borough Manager Roda stated that representatives from MESA reached out to Borough staff to inquire whether MESA could become a delegated group through Elizabethtown Borough's PLGIT P-Card Program. President Hershey explained that MESA attempted to get a credit

card through traditional companies, like Capital One, but they were denied because MESA is a public entity. MESA is unable to establish their own P-Card Program with PLGIT because they do not have three years of financial statements.

To become a delegated group through Elizabethtown Borough's PLGIT P-Card Program, the Borough and MESA would enter into an agreement that would include language concerning the obligation of MESA to timely pay card balances, develop a process to obtain new cards and setting a credit limit for MESA as well as additional details. It was clarified that invoices would go directly to MESA and would not be paid for by Elizabethtown Borough.

It was motioned by Councilmember Hynicker to approve a three-year authorization to establish MESA as a delegated group through Elizabethtown Borough's PLGIT P-Card Program. Councilmember Winterborne seconded the motion. By 5-0 vote with President Hershey abstaining, Borough Council approved MESA becoming a delegated group for the PLGIT P-Card Program.

Bills Payable

Upon motion by Councilmember Hynicker and second by Councilmember Moss, Borough Council voted unanimously to approve the list of monthly bills as presented:

General Fund	\$347,903.40
Sewer Fund	\$232,684.92
Capital Reserve Fund	\$36,178.80
Sewer Capital Projects Fund	\$21,941.00
Subdivision Escrow Fund	\$666.75

Mayor Remarks

- Mayor Mummert stated that it was a pleasure to see all six Councilmembers at the meeting, especially the two newly elected members. He also encouraged everyone to stay safe during the next predicted snow storm.

Council Remarks

- Councilmember Winterborne stated that he was happy to see the public at the meeting for the awards and thanked Mr. Sheidy for staying for the whole meeting.
- Councilmember Hynicker thanked Mr. Sheidy for his attendance during the whole meeting.
- Councilmember Moss expressed thanks to Mr. Sheidy for his support regarding snow removal.
- Councilmember Schoenberger stated that he believed the Borough did a good job with snow removal during the most recent storm.
- Vice-President McCloud stated that he is surprised that it is more difficult for MESA to get a credit card than his 19-year-old son.
- President Hershey stated that there would be an executive session regarding a non-uniform personnel matter after the meeting and that any action from the executive session would be held during a public meeting.

Adjourn

Without objection, the meeting was adjourned at 8:14 PM.

Respectfully Submitted,

Ann Roda
Borough Manager