

**ELIZABETHTOWN BOROUGH COUNCIL**  
**REGULAR MEETING**  
**January 21, 2021**  
**Minutes**

The regular meeting of Elizabethtown Borough Council was held on Thursday, January 21, 2021. For everyone's safety, the Borough Council meeting was held with the absolute minimum number of individuals gathered in person, employing both mandatory masks and maximum physical distancing measures. In person participants included Tom Shaud, Phil Clark, J. Neil Ketchum Jr., J. Marc Hershey, Borough Manager Rebecca S. Denlinger, Police Chief Ed Cunningham and Mayor Mummert. The remaining members of Borough Council including Jeff McCloud, Bill Troutman as well as staff members Assistant Borough Manager Ann Roda, Public Works Director Jeff Kinsey joined the meeting remotely using Zoom.

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

Public Comment

There was no public comment.

Approval of Meeting Minutes

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

1. Regular Meeting – December 17, 2020
2. Work Session Meeting – January 7, 2021

Reports

1. The Financial Report was unanimously approved after a motion by Clark and second by Ketchum.
2. EPD Chief Cunningham stated that in the monthly report the number reflected for thefts was high given the value of one of 3 thefts that occurred. President Hershey asked if COVID-19 had an impact to the total year activity. Chief Cunningham responded that overall activity for 2020 was less activity tracked in 2019.
3. There were no questions on the Code Enforcement report.
4. The Fire Company responded to 48 calls during the month of December, of which 14 were in the Borough, with an average response time of 4 minutes 45 seconds. Councilmember Shaud added that in 2020 the Fire Company volunteered 4,300 hours and participated in 1,700 hours of training.
5. Northwest EMS responded to 759 calls during the month of December, of which 97 calls, 13%, were within the Borough. Year to date Northwest EMS has responded to 7,443 calls

and 1,044 within the Borough.

6. There were no questions on the Elizabethtown Area Water Authority Report.
7. There were no questions on the GEARS Financial Report.

#### Old Business

1. Borough Manager Denlinger provided an update on the Zoning Hearing Board application for 31 N. Spruce Street. Denlinger noted that the applicant, CBH Group III LLC, revised their Zoning Application and made a formal request for waiver of land development. Denlinger added the revised zoning application was still incomplete as it does not state specific variances that are requested. She stated that the applicant would also be making a formal request for an exemption for stormwater management.

Vice-President Ketchum asked if council had to act on the land development waiver request at the meeting. Denlinger responded that council did not have to act on the waiver request. President Hershey noted that the revised application material submitted does not reflect that points discussed on January 7, 2021 with the applicant. He added that if the applicant was requesting a waiver then council should have an accurate site plan. The consensus from council on the revised Zoning application was neutral based on the understanding of the project as it has been presented and that any waivers, variances and exemption requests should be detailed and clear.

2. Denlinger raised to council three items related to COVID-19: Declaration of Emergency; Parking Meters; and, Waiving fees/penalties for utility bills. For the declaration of emergency Denlinger noted that several municipalities have rescinded enacted declarations on COVID-19. She recommended that the declaration remain in place. President Hershey stated the declaration would remain.

Chief Cunningham asked about the parking meters downtown and if/when enforcement should restart. President Hershey asked about maintenance of meters and if there was an issue with turnover of spaces. The Chief would discuss with the Chamber of Commerce and Downtown Businesses to understand turnover and would work with Public Works staff on meter maintenance. Findings would be reported at a future meeting.

Denlinger stated that fees/penalties for late utility bills have been deferred and asked if fees/penalties should continue to be waived. It was motioned by Clark, seconded by Ketchum, to resume the application of fees/penalties for the second quarter bills. Motion passed unanimously.

#### New Business

1. Denlinger stated that the Lancaster County Redevelopment Authority is putting together their Consolidated Plan for Fiscal Years 2021-2025. This planning process lays out their funding priorities for Community Development Block Grant (CDBG) and HOME funding

they receive through the federal department of Housing and Urban Development (HUD). This year they are conducting a public survey as part of the planning process. Denlinger encouraged council members, Elizabethtown residents and businesses to participate in the survey.

2. Denlinger updated council on a request for proposal (RFP) for Municipal Engineering Services. The decision to issue an RFP is in no way a reflection on the current engineer but a process that has not been completed in a number of years.

There were several questions on service specialties of the engineer and if the engineer was filled by bid process. Denlinger responded that specialties such as traffic engineering would not be referenced in the RFP and if specialized services were needed those services could be filled outside of the Municipal Engineering Services. She added that the engineer role is a professional service and does not need to be completed through the bid process.

It was motioned by McCloud, seconded by Troutman, to proceed with the RFP for Municipal Engineering Services. Motion passed unanimously.

3. Denlinger gave an introduction to the Keystone Purchasing Network (KPN). Denlinger stated that KPN adheres to PA regulations for bidding and contracting, and offers public entities joint purchasing power for a wide variety of goods and services. (Free) Membership to KPN would allow us to participate in their system (as another option, like COSTARS). Ken Elder, with Lobar Associates, participated via phone to answer any questions that may arise.

President Hershey added that in addition to good/services, there is a contract awarded through KPN for Construction Services and Lobar Associates holds that contract. This holds a potential option for the Borough to consider for the project at 56 N. Market Street, if that project were to advance. Elder noted that if drawings and bid specifications are available then a price for the project, or a phase of the project, could be provided.

President Hershey stated that the legal aspects of the current project documentation should be reviewed and the documentation should be provided to Lobar for pricing.

Resident Richard Sheidy asked how KPN differs from COSTARS. President Hershey responded that it is similar in concept to COSTARS but more in building and construction buckets.

#### Bills Payable

It was motioned by McCloud, seconded by Troutman, to approve the list of monthly bills and budgeted transfers as presented:

General Fund	\$284,279.75
Sewer Fund	\$164,877.11
Train Station Fund	\$1,144.24

Subdivision Escrow Fund	\$938.50
Health Insurance Fund	\$141,288.77
Parks Fund	\$541.06

The motion carried unanimously.

Prior to adjourning the meeting, President Hershey stated that Borough Council would meet in Executive Session to discuss a police personnel matter.

### Adjourn

Following a motion by Clark, seconded by Ketchum, the meeting unanimously adjourned at 8:01 p.m.

Respectfully Submitted,

Rebecca S. Denlinger  
Borough Manager