

ELIZABETHTOWN BOROUGH COUNCIL
WORK SESSION MEETING
April 2, 2020
Minutes

The Work Session Meeting of Elizabethtown Borough Council was held on Thursday, April 2, 2020. To best comply with Governor Wolf's COVID-19 orders (but still conduct regular business) this Borough Council meeting was held with the absolute minimum number of individuals gathered at the Borough Office. Participants included Tom Shaud, J. Marc Hershey, Phil Clark, Jeff McCloud, Borough Manager Rebecca S. Denlinger and Police Chief Ed Cunningham. The remaining members of Borough Council including J. Neil Ketchum Jr., Bill Troutman, and Mayor Chuck Mummert as well as staff members Assistant Borough Manager Ann Roda, Public Works Director Jeff Kinsey and Planning and Zoning Director Pamela Roberts joined the meeting remotely using Zoom.

President Hershey called the meeting to order at 7:00 p.m. and Borough Manager Denlinger reviewed the use of the Zoom technology indicating lines would be muted and participants would need to raise their hand to have the line unmuted.

Public Comment

There was no public comment.

Administration

1. Gary Weaver, Tippetts Weaver Architects, presented the results of the rebid of 56 North Market Street. He stated the project did not include any alternates as those were incorporated into the documentation. He also stated that four bids were received with Kinsley Construction, Inc. submitting the low bid of \$2,499,517.

President Hershey asked Weaver if he has worked with Kinsley Construction on any projects in the past. Weaver indicated that he had not but that Kinsley provided 5 years of previous work experience that includes historic building renovations. Hershey asked about potential timeframes for the project given the current pandemic containment efforts. Weaver responded that if a contract were to be executed it would probably be 2-4 weeks to complete the agreement, obtain bonds etc. and issue notice to proceed. Then with mobilizing crews etc. it would likely be mid/late May until work would begin. Work related to submittals and shop drawings could begin during containment efforts if those were to remain. Weaver added that bids would remain valid for 60 days unless there is an unusual condition that would require extension.

Phil Clark stated that he was pleased to see the bid results but still has a concern with not replacing the entire roof. Tom Shaud stated he has a similar concern.

Chris Gibbons, Concord Financial, added that the financing that was sought would be valid until April 17. He then reviewed revised financing options based on the new bid amount, payment schedules and debt service. Gibbons added that if a decision on the project were to be delayed then new financing packages would need to be solicited.

Hershey asked if the bank would honor just the refinancing of the Public Works Garage debt or if it all had to be done. Gibbons responded that it could be parsed out and just the garage debt refinanced.

It was motioned by Shaud, seconded by Clark, to authorize the advertisement related to the refinancing of the Public Works Garage debt. Motion passed unanimously.

It was motioned by Shaud, seconded by McCloud, to authorize the advertisement related to the financing of the renovations and additions at 56 N. Market Street. Motion passed unanimously.

2. Borough Manager Denlinger updated and sought guidance on several items related to COVID-19.
 - a. Denlinger noted that office staff are working remotely with limited staff coming in to the office. Public Works employees are now working on a rotating schedule. All employees are to be reachable and to report if called upon.
 - b. Utility bills were sent out as scheduled and Denlinger has been in contact with EAWA to understand the process that is being evaluated related to payment period and plans. Hershey asked that she continue to coordinate with EAWA so there is similarity in any approach that is taken regarding payment plans for utility bills.
 - c. Denlinger noted that staff are working on an advisory for trash and recycling and yard waste collection will resume.
 - d. Lancaster County Treasurer Amber Martin sent correspondence related to delaying tax upset sales and delaying the imposition of the tax penalty. The tax penalty is set by ordinance and is 10% if not paid by July 1. The county is requesting delay of penalty for the year.

Without question and discussion, council authorized Denlinger to sign the petition to delay the upset sale for one year as requested by the County Treasurer.

With the tax penalty delay councilmembers asked how the delay would impact the budget for 2020, if the rate would need to be reestablished and if it could be extended until October and then have the option to extend by resolution. Denlinger noted that she would need to ask the solicitor if it could be delayed and then extended by resolution. She also stated that she would hope it does not impact cash flow as most pay taxes through a mortgage and escrow account but it could have an impact until the revenue is received. The delay would be clearly set for a specific amount of time and after that the rate would revert back to original ordinance.

It was motioned by Clark, seconded by McCloud, to authorize the Borough

Manager to work with the Solicitor to delay the imposition of a 10% tax penalty (one quarter) October 1, 2020 and allow extension by resolution. Motion passed unanimously.

- e. President Hershey stated that on Tuesday a decision was made in discussion with the Manager and Chief to close the park areas in an additional effort to promote social distancing.

Finance

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

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|------------------------------|--------------|
| General Fund | \$ 15,032.77 |
| Sewer Fund | \$ 14,944.72 |
| Train Station Fund | \$ 120.80 |
| General Vehicle Sinking Fund | \$ 21,842.98 |
| Subdivision Escrow Fund | \$ 3,935.34 |
| Health Insurance Fund | \$ 1,256.70 |
| Parks Fund | \$ 15.87 |

The motion carried unanimously.

Police Department

- 1. Chief Cunningham presented the monthly report for the month of March. He stated there has been a drop in calls and patrol but that is not currently reflective in the report provided to council as that drop is more recent. In a piece of good news, he added that EPD now has a 24-hour Prescription Drug Takeback Box located at the rear entrance to the station. Residents can now drop off prescription drugs any time of day or night. The box was provided through a partnership with the Rite Aid pharmacy KidCents foundation. There were no questions on the report.

After a motion by Shaud, seconded by Clark, the meeting was adjourned at 8:10 p.m.

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager