

ELIZABETHTOWN BOROUGH COUNCIL
REGULAR MEETING
April 16, 2020
Minutes

The regular meeting of Elizabethtown Borough Council was held on Thursday, April 16, 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., and Bill Troutman 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. Mayor Mummert was absent.

President Hershey called the meeting to order at 7:07 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

1. There was no public comment.

Approval of Meeting Minutes

1. Regular Meeting – March 19, 2020
2. Work Session Meeting – April 2, 2020

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

McCloud noted that there was a spelling error in the minutes of the April 2, 2020 meeting. Borough Manager Denlinger responded that the error would be corrected.

Reports

1. The Financial Report was unanimously approved after a motion by Troutman and second by Shaud.
2. There were no questions on the Code Enforcement report.
3. The Fire Company responded to 55 calls during the month of March, of which 23 were in the Borough, with an average response time of 5 minutes 35 seconds.
4. Northwest EMS responded to 547 calls during the month of March, of which 80 calls, roughly 15%, were within the Borough. Year to date Northwest EMS has responded to 1875 calls and 280 within the Borough.
5. There were no questions on the Elizabethtown Area Water Authority Report.
6. There were no questions on the GEARS Report.

Old Business

1. Borough Manager Denlinger and Police Chief Cunningham provided several COVID-19 updates. Chief Cunningham noted that the test results for the officer came back negative and the officer will be able to return to work. He added that he has been working with PEMA and LEMA to obtain protective equipment.

Manager Denlinger added that legislation was recently passed that, among other items, would allow notaries to operate and conduct their operations remotely, and also provides municipalities with the ability to govern during “stay-at-home” orders, social distancing and other COVID-19 mitigation efforts. The bill was awaiting signature by Gov. Wolf. She asked if council would seek to change their meeting set up for future meetings.

Denlinger noted that Lancaster General will be making a dashboard available to understand local cases and that this information will be shared when it is available. Updates on the Census completion will also be shared.

Denlinger added that she has been in contact with LCTCB regarding projected EIT collection for 2020. For Elizabethtown this project is potentially \$147,000 less than what was originally projected. She stated that staff are reviewing the 2020 budget and at the next council meeting will be able to outline potential budget modifications to address this financial impact.

President Hershey thanked staff for their updates and asked councilmembers how they would like to proceed with future meetings. Shaud and Clark each commented that they would still come to the Borough Office for the meetings. McCloud added that he was ok with continuing with the current format. Troutman stated he was ok continuing to participate via Zoom and Ketchum added that while it is not as efficient, he is ok with the current format. President Hershey asked what items there may be for the work session. Denlinger responded that there would not be much on the agenda for the upcoming work session. President Hershey summarized the discussion that the next meeting would be the same format and if there were limited agenda items that the meeting would be cancelled for May 7, 2020.

Denlinger provided one last update on utility billing. She asked council if staff may work with residents that contact with a hardship to pay their utility billing following a developed process and plan. President Hershey stated that staff will have the flexibility to work with residents for repayment within a set timeframe. Troutman and Ketchum agreed with having staff proceed with flexibility.

2. Council discussed the additions and renovations to 56 North Market Street for Elizabethtown Borough Hall and Administrative Office Project. Given the bids are still valid until May and the low bidder is willing to extend for an additional 30 days it was decided to defer the decision on the project until a future meeting.

Prior to reaching this decision point there were several points discussed by council. Clark asked for information on the timing of the bids. Gary Weaver, Tippetts Weaver Architect responded that the bids were valid from 60 days but an informal exchange with the low bidder indicated that the bid could be extended for another 30 days. Clark followed up indicating support for the project in concept but concerned with the timing of the decision. He asked what the ramifications would be if the low bid is not approved. Borough Manager Denlinger responded that additional costs would be incurred to rebid the project and that the financing would have to be sought again as the current package expires on April 17, 2020.

President Hershey added that he still has support for the project but given the current timing it may

be best to continue to evaluate the bids received. Shaud and McCloud both concurred with points made by President Hershey.

Councilmember Ketchum asked for clarification on financing timeline. Chris Gibbons, Concord Financial, responded that new package information could be received within a month and that a schedule can be developed that would accommodate the additional bid review. Ketchum followed up indicating support for the project but concern of the economics of the decision and agreed that additional time to evaluate the project is a good idea. Councilmember Troutman agreed that it would be wise to give more time given that contractors are not working currently.

President Hershey asked for Tippetts Weaver to formalize the ability to extend the bids from 60 days to 90 days. Weaver responded that he would reach out to Kinsley Construction, Inc.

It was motioned by Clark, seconded by Troutman, to approve Ordinance No. 998 to authorize and direct the incurring of non-electoral debt by the Borough of Elizabethtown, Lancaster County, Pennsylvania (the "Borough") through the issuance of its General Obligation Note, Series of 2020 in the maximum principal amount of \$2,886,000. By roll call vote, the motion passed unanimously.

New Business

1. It was motioned by Ketchum, seconded by Shaud, to approve No. 997 to amend Borough Code, Chapter 24, Taxation, Special, Part 5, Delinquent Taxes, §501, Penalty for Delinquent Taxes. By roll call vote, the motion passed unanimously.
2. Borough Council tabled consideration of Resolution 2020-03 extending the period in which real estate taxes may be paid at the base rate for 2020 until a future meeting. It was discussed that this resolution would be considered again once the County Commissioners have identified a date so there is consistency and less confusion for residents.
3. Planning and Zoning Director Roberts stated that Elizabethtown Borough is a member of the Donegal-Elizabethtown Area Appeals Board. This board was formed to allow residents to appeal or request variances for compliance with Uniform Construction Code regulations. The board consists of representatives from Elizabethtown Borough, West Donegal Township, East Donegal Township, Conoy Township, and Marietta Borough. Borough staff anticipates an application to the board in the near future. Currently, Elizabethtown Borough does not have a representative on the Appeals Board. She added that the representative appointed cannot be a councilmember but should be a resident that has knowledge of the Uniform Construction Code and/or general knowledge of the construction industry.

Councilmembers will consider appointment to the board once they have had time to consider possible candidates. President Hershey asked that a notice of the open position be posted to the Borough's website.

3. Borough Manager Denlinger provided an overview of a sewer repair that had to be completed at 601 S. Market Street. The property owner had to have a contractor complete the repair as the lateral was not connected to the sewer main.

Councilmember Ketchum asked what can be done to ensure this type of situation doesn't occur again. Public Works Director Kinsey responded that this sewer main work was completed in 2005. Since that time the technology and the process for locating laterals and connecting laterals has improved.

4. Planning and Zoning Director Roberts provided an overview of an application that will be before the Zoning Hearing Board for the Church of the Brethren. The applicants are requesting variances in relation to an upcoming project to build an addition to the church. A land Development plan will be completed if the variance requests are approved. This project also includes the purchase of a small piece of land from Elizabethtown College that will be added to the ECOB parcel. COVID-19 has delayed the purchase of the land so Elizabethtown Church of the Brethren (ECOB) and the College are both applicants for the variance request.

Councilmembers asked questions related to parking and how the number of spaces are derived and if that is consistent with other church expansions. Questions were also asked on how stormwater would be handled and why the existing open space wasn't being used. Council took no position on the application. Roberts added that the parking equation being used is providing for more parking than previous applications of this nature.

Bills Payable

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

General Fund	\$97,142.35
Sewer Fund	\$46,219.41
Capital Reserve Fund	\$3,839.00
Train Station Fund	\$568.52
General Vehicle Sinking Fund	\$573.36
Health Insurance Fund	\$1,210.98

The motion carried unanimously.

Adjourn

Following a motion by Clark, seconded by Shaud, the meeting unanimously adjourned at 8:41 p.m. Motion carried unanimously.

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager