

ELIZABETHTOWN BOROUGH COUNCIL
REGULAR MEETING
May 20, 2021
Minutes

The regular meeting of Elizabethtown Borough Council was held on Thursday, May 20, 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, Bill Troutman, Jeff McCloud, J. Neil Ketchum Jr., J. Marc Hershey, Police Lieutenant Shane Deardorff, Mayor Mummert, Borough Manager Rebecca S. Denlinger, Assistant Borough Manager Ann Roda, Planning and Zoning Director Pamela Roberts, and Public Works Director Jeff Kinsey.

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 Troutman, minutes of the following meetings were unanimously approved:

1. Public Meeting – April 15, 2021
2. Work Session – May 6, 2021

Reports

1. The Financial Report was unanimously approved after a motion by Troutman and second by McCloud.
2. Police Lieutenant Shane Deardorff stated there was nothing unusual to highlight in the monthly report. There was question concerning vagrancy and Deardorff stated he would have to look into the question.
3. There were no questions on the Code Enforcement report.
4. The Fire Company responded to 50 calls during the month of April, of which 10 were in the Borough, with an average response time of 5 minutes 50 seconds.
5. Northwest EMS responded to 767 calls during the month of April, of which 127 calls, 16.5%, were within the Borough. Year to date Northwest EMS has responded to 2,711 calls and 416 within the Borough.
6. The Elizabethtown Area Water Authority Reports for March and April were reviewed and there were no questions.

7. There were no questions on the GEARS Financial Report or the 2020 Annual Report.

Old Business

1. Borough Manager Denlinger provided a summary of the Keystone Purchasing Network (KPN) and its potential for the renovation project at 56 N. Market Street. Representatives for Gordian (Craig Wolford and Mary Beth Brennan) and Lobar Associates (Stephen Diller) attended the meeting to review a price proposal that was developed using the 2020 Bid documents. Denlinger added that if the borough were to proceed with the price proposal a full detailed price proposal would be developed.

President Hershey asked what was taken into account for the price proposal that was developed and asked for clarification on Lobar contract with KPN. Wolford responded that the price proposal is pricing of rough order of magnitude based on the 2020 Bid documents. He then added that the Lobar 3-year contract and pricing expires December 2021 and any projects under contract at the time are held at the current pricing.

President Hershey noted that the renovation project was deferred in 2020 due to COVID but that now is the time to make a decision. Councilmember Troutman asked if there would be construction management of the project. Wolford responded that Gordian can work with the borough for construction management or the Borough can provide their own project manager. Troutman responded that he would be ok moving the project forward.

Councilpersons Clark and McCloud both discussed the renovation project with positive support given the history of the building and the benefits it would bring to downtown. Vice-President Ketchum asked if COVID had changed administrative functions that would alter the renovation project. Denlinger responded that administrative functions have not changed.

President Hershey said he was cautious of the project given the significant costs of \$5-6 million for both renovations of 56 N. Market St. and for EPD space needs. He added that maybe there are other locations that can give a better bang for the dollar. He asked Denlinger to obtain financing numbers for the next meeting.

2. Assistant Borough Manager Roda stated that Ordinance No. 1000 would amend Borough Code Chapter 15, Motor Vehicles and Traffic, to impose weight limits on Apple Alley Bridge and North Cherry Alley Bridge. She added that the advertisement of the proposed ordinance amendments was published on Tuesday, May 11, 2021 and that the proposed ordinance was available for public inspection and no comments were received.

President Hershey asked for clarification on what the ordinance requires for vehicular traffic if approved. Public Works Director Kinsey clarified that the ordinance allows for vehicular traffic but restricts the weight of the vehicle.

It was motioned by Ketchum, seconded by Clark, to approve Ordinance No. 1000

amending Borough Code Chapter 15, Motor Vehicles and Traffic, to impose weight limits on Apple Alley Bridge and North Cherry Alley Bridge. Following a roll call vote the motion was unanimously approved.

3. Borough Manager Denlinger stated that on May 11, the Wolf administration announced that it is increasing the maximum capacity for events and gatherings in Pennsylvania, effective May 17 and lifting indoor gathering restrictions on May 31, 2021. She asked for guidance related to borough offices.

President Hershey suggested discontinuing the use of zoom for council meetings and updating signage. Vice-President Ketchum was in agreement with discontinuing the use of zoom. Ketchum asked that staff continue to research options to allow for future digital meeting participation.

There were no other questions or discussion on the topic.

4. Planning and Zoning Director Roberts stated that CBH Group worked with Borough staff and Hanover Engineering to ensure that the proposed work at 31 N Spruce Street will have no negative impacts in relation to stormwater runoff. CBH Group provided capacity calculations to prove the pipe system will be able to accommodate a 10-year storm. They also sent a camera through downspouts and inlets to determine discharge points along Snyder Avenue. Hanover Engineering reviewed and approved all calculations as well as a revised site plan.

She added that CBH Group completed the lot consolidation with the County as required by the ZHB. And, that should Borough Council approve the Stormwater Management Agreement and Declaration of Easement, CBH Group will be permitted to apply for building permits and begin construction on the project.

Vice-President asked if there is an escrow amount set up for the project to which Roberts added that there would not be an escrow amount. The reason there is no escrow is because there is no stormwater plan. President Hershey asked that a copy of the permit application be provided to Borough Council, not so they review and approve the permit but to review it in relationship to the previous approvals provided by Borough Council.

It was motioned by McCloud, seconded by Clark, to approve the Stormwater Management Agreement and Declaration of Easement for 31 N. Spruce Street. The motion was unanimously approved.

5. President Hershey raised to Borough Council the need to discuss improvements to Groff Avenue. He added that staff needs direction in order to plan future work and to identify what is needed for properties in relationship to curb and sidewalk. He stated that if modifications are made to the street for pedestrian access that it be done incorporating complete street concepts.

Councilmember Clark asked if nothing changed on the street what work would need to be

completed by homeowners before paving. Kinsey replied that it would just be replacement of curb in certain locations. He added that if Borough Council seeks to complete improvements to include sidewalk and curb that it should be along the North side of Groff Avenue. Kinsey added that a rough estimate of costs would be roughly \$1.5 million but does not include driveway tie ins which would escalate the costs.

Councilmember Shaud stated he did not think curb and sidewalk was needed for a price of almost \$2 million dollars and suggested keeping with the status quo. Councilmember Clark agreed with Shaud and stated that most of the feedback received previously was not in support of adding curb and sidewalks. Councilmember McCloud asked what the timing of the decision needs to be. President Hershey responded that the pressure is the paving schedule.

Councilmember Ketchum stated he understood the points raised by Clark and Shaud but did not find that having the residents pay for the implementation was in line with current history. He suggested that there should be continuity with other developments that are planned for the area. President Hershey asked the chances of obtaining grant funding to which Denlinger responded that it is not likely.

Following the discussion, President Hershey summarized by saying that Borough Council will not move forward with additional curb and sidewalk installation on Groff Avenue, staff will continue to evaluate funding opportunities, letters for curb repairs will be sent in 2022 and the road will be paved in 2023. Councilmembers did not object or add any clarifications to the summary provided.

6. Borough Manager Denlinger provided an update on the American Rescue Plan Act and Federal Funding. She stated that initial guidance was received and staff is awaiting additional guidance to be issued by the federal government soon. Based on current guidance it is anticipated that received funding needs to be encumbered by December 2024 and spent by December 2026.
7. Borough Manager Denlinger provided a first quarter review of the fiscal year 2021 budget. The documents provide to borough council shows the first quarter revenue and expenses for FY19, FY20, and FY21 (for comparison). She stated that there was not any spending or revenue collection that stands out as unexpected for the first quarter. She added that Borough Council may want to do a high-level review and then either carry over this item for a future meeting or individual members of Council may reach out to her for a more in-depth review as needed.

New Business

1. Assistant Borough Manager stated that Columbia Borough has provided a revised yard waste agreement for use of the Columbia Borough Yard Waste Recycling Facilities. She added that in comparing the revised agreement with previous agreements the language has been reorganized and clarified but is not a drastic change in intent or requirements.

It was motioned by Ketchum, seconded by Troutman, to execute the Columbia Borough Municipal Yard Waste Agreement. Motioned passed unanimously.

2. It was motioned by Clark, seconded by Shaud, to approve Resolution 2021- 02 outlining the disposal of certain records in accordance with the PA Historical and Museum Commission Municipal Records Manual as amended March 28, 2019. Motioned passed unanimously.
3. President Hershey announced that Street Sweeping in the borough will be completed June 7-11, 2021 and outlined the schedule and parking restrictions for street sweeping. Denlinger added that a SWIFT call and next Borough Bulletin will be issued prior to street sweeping.

Vice-President Ketchum asked if staff could review the number used for the SWIFT calls so the call does not come up as potential spam. Denlinger responded that staff would look into the issue.

Prior to Bills Payable, Councilmember Shaud asked for an update on 101 Plum Street. Denlinger responded that an inquiry has been made to rent the building and staff have been obtaining additional price information to follow-up on the Phase 1 report and reached out to the Borough Solicitor to evaluate options for the building.

Bills Payable

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

General Fund	\$201,039.03
Sewer Fund	\$75,718.07
Debt Service Fund	\$33,970.20
Capital Reserve Fund	\$1,496.42
Train Station Fund	\$1,222.92
General Vehicle Sinking Fund	\$34,500.00
Subdivision Escrow Fund	\$2,090.50
Health Insurance Fund	\$146,254.88
Parks Fund	\$1,500.00

Motioned passed unanimously.

After a motion by Shaud, seconded by Ketchum, the meeting was adjourned at 7:48 p.m.

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager