

ELIZABETHTOWN BOROUGH COUNCIL
WORK SESSION MEETING
June 3, 2021
Minutes

The regular meeting of Elizabethtown Borough Council was held on Thursday, June 3, 2021 at the Borough Office. Present were Councilmembers Tom Shaud, Phil Clark, Bill Troutman, Jeff McCloud, J. Neil Ketchum Jr., J. Marc Hershey. Also, present were Borough Manager Rebecca S. Denlinger, Assistant Borough Manager Ann Roda, Planning and Zoning Director Pamela Roberts, Public Works Director Jeff Kinsey, Police Chief Ed Cunningham, and Mayor Mummert.

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

Public Comment

1. Richard Sheidy, 350 Lemon Street, thanked the organizers of the Memorial Day parade. He offered a suggestion that for future parades and ceremonies held at the amphitheater that the basketball courts be roped off until the ceremony is complete.

Old Business

1. For the potential renovation of 56 N. Market Street, Borough Manager Denlinger reviewed information from Concord Finance on potential financing. The financing would be in the amount of \$6 million and repayment terms are shown over 20- and 25-years. She added that Concord would be able to have financing in place in approximately 90-days and the Borough would have three years to spend the funds. There would also be an expectation to spend five percent of the funds within the first six months. It was added that if council doesn't move forward with the renovation project, it can look at current debt and consider refinancing with the financing package provided.

Councilmember Shaud asked if there was a restriction on refinancing since debt was refinanced last year. Denlinger responded that there is not a restriction or time limitation for refinancing debt. Councilmember Clark asked if the \$6 million would be enough to complete the renovation of 56 N. Market Street and the expansion of EPD. Denlinger responded that it should be as the renovation is estimated to be \$3.3 – 3.5 million and the expansion is estimated to be roughly \$2 – 2.5 million.

Councilmembers discussed millage rates and how the debt would be covered. President Hershey added that it is a big decision and Councilmembers can digest the financing information and ask questions of staff. He would like for the topic to be voted on at the next council meeting.

Councilmember Shaud asked if the borough building could work “as is” for EPD. Chief Cunningham answered that for a short period of time yes but operationally would be difficult. There is no internal connection between the buildings and may hurt operations more. President Hershey asked if there is a need operationally for the space at 56 N

Market. Denlinger responded that there are inconveniences that would be addressed by the renovation but the driver is the need for EPD to have additional space.

Councilmember Troutman asked about capital priorities if there was not a renovation and expansion. President Hershey and Troutman discussed capital projects and the need to identify priorities.

Councilmembers Clark, Troutman and McCloud discussed the benefits the renovation would bring to downtown, EPD expansion and the pricing that is not going to get any lower. Vice-President Ketchum outlined the number of evaluations that were completed before purchasing 56 N. Market and stated he wanted more time to understand the financing. President Hershey stated that he is not looking to spend \$6 million at this time and added that there is benefit in having Administration and EPD together in one building.

President Hershey concluded the discussion by stating the topic would be voted on at the next council meeting.

2. Borough Manager Denlinger provided an update on the American Rescue Plan Act. Allocation of funds to NEUs (non-entitlement units of local government), which the borough is defined as, is based on the proportion of the population in the NEU as a share of the total population of all NEUs in the state. Elizabethtown Borough will receive a total of \$1,197,939.14 of ARPA funds in two tranches.

She reminded council that eligible uses of ARPA Funds include: Support public health expenditures; Address negative economic impacts caused by the public health emergency; Replace lost public sector revenue; Provide premium pay for essential workers; and, Invest in water, sewer, and broadband infrastructure. She added that PA DCED strongly recommended local governments apply for funding within five days of the release of federal funding. The Borough has taken steps to open a special account with PLGIT where we will deposit these funds now and, when Borough Council has determined the best use of the funds, account for their use. Staff is also going to establish a page on the Borough's website to provide public updates on the American Rescue Plan Act and the Borough's eventual use of the Coronavirus Local Fiscal Recovery Funds.

Vice-President Ketchum asked if regional stormwater work was eligible. He mentioned the work that Mount Joy Township has underway and proximity to the Borough. Denlinger responded that stormwater work is eligible and regional stormwater projects could be completed if one were identified.

New Business

1. Public Works Director Jeff Kinsey provided an overview of a Bridge Repair bid solicitation that has been issued. He stated that he has been working with C.S. Davidson, to develop the Elizabethtown Scour Critical Bridge Rehabilitation project and the solicitation was issued on Tuesday, June 1, 2021. This solicitation seeks bids to complete scour repair for two bridges and preventative maintenance repair for two bridges. The

bridges include South Hanover Street, North Poplar Street, North Mount Joy Street and Masonic Drive. He added that it is likely that the bid results will be presented for consideration at the June 17, 2021 council meeting.

Councilmember Troutman asked if other municipalities have a bridge maintenance repair plan. Kinsey responded that he could not speak to other municipalities but that the borough is working to establish a maintenance plan. Councilmember McCloud asked if bridge repairs should be expected on a bridge that is only five or six years old. Kinsey responded that it can happen and really depends on the concrete composition when the bridge is constructed.

Councilmember Shaud asked if the borough should develop an approach to name bridges for metal of honor winners. Denlinger responded that the approach is something that could be explored.

2. Assistant Borough Manager Roda provided an introduction to the need for a drainage easement with 800 S. Market Street. It was explained that the basin at the Public Works Facility does not function as it was originally designed and several options have been explored to correct the issue. The drainage easement represents the most cost-effective solution.

Councilmember McCloud asked if there were any issues with the catch basin in the parking lot of 800 S. Market Street handling the additional flow from the basin at 810 S. Market Street. Public Works Director Kinsey replied that the release would be a slow release and Hanover Engineering did not identify any concerns.

It was motioned by Ketchum, seconded by Troutman, to approve the drainage easement with 800 S. Market Street. The motion passed unanimously.

3. Assistant Borough Manager Roda stated that staff is seeking direction for the Trash and Recycling program. Based on the expenses of the services provided by the Borough and the revenue collected the revenue is not covering the cost of the program. Direction is sought if changes should be made to the services provided so potential costs can be analyzed. She added that the collection contract with Waste Industries of PA, LLC/GFL expires December 31, 2021 and direction is sought if the borough would seek to extend the contract for another year or if the 3-year contract should be put out for bid.

President Hershey asked if pricing and services provided by other boroughs could be provided and information on tag sales. He added that the information would aid in the review. Roda responded that she would provide additional information. Hershey also asked about yard waste collection and if it could be structured to have additional collection in the spring and fall. Roda provided an overview of the current yard waste collection schedule and stated that the schedule can be tweaked for future years. Borough Manager Denlinger added that kraft bags may be an area of evaluation for council to consider.

President Hershey asked for the requested information to be gathered and that council would continue to discuss the topic at a future meeting.

4. Borough Manager Denlinger raised the topic of the Borough's Financial Policies. She stated that the topic was raised at the May public meeting and it was suggested that council begin to review the current Financial Policies. She suggested that Benecon and Trout be invited to a future meeting to discuss suggestions such as having committed amounts instead of specific funds and to have an overview and review of the self-insured healthcare program and its history. President Hershey asked that Benecon and Trout attend, if available, the July Work Session to continue the discussion. He suggested that for the next meeting council review the current resolution in advance of the next discussion.

Prior to adjourning the meeting President Hershey stated that Borough Council met in an Executive Session on Tuesday, June 1, 2021 to discuss a Personnel Matter.

Councilmember Clark raised to staff the riparian buffer area at the park and asked if it could be evaluated. Assistant Borough Manager responded that it could be evaluated and that staff have a proposal from Land Studies to complete an evaluation of the buffer system within the park system and that funding options are being researched. Clark asked that the buffer system of the entire park be evaluated not just the area from S. Mount Joy Street and S. Spruce Street. Roda responded that the evaluation area would be expanded.

Vice-President Ketchum asked about the TAP pathway project. Assistant Borough Manager responded and stated that several steps have been completed but the plans are still going through the review process. She added that she is not sure if it will be completed in 2021.

President Hershey asked council if they agreed with the approach that for requests to receive pickets back from the FunFort fundraiser be denied. The pickets were a donation to the project and the project remains. No councilmember stated a concern with the approach.

After a motion by Troutman, seconded by Ketchum, the meeting was adjourned at 8:52 p.m.

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager