

**ELIZABETHTOWN BOROUGH COUNCIL**  
**WORK SESSION MEETING**  
**July 1, 2021**  
**Minutes**

The regular meeting of Elizabethtown Borough Council was held on Thursday, July 1, 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

There was no public comment.

Old Business

1. Nicole Cradic with TROUT reviewed suggestions from the 2020 audit related to the Health Insurance Fund and the number of funds the borough maintains. Brian Zimmerman, with Benecon, was present to provide an overview of the Intergovernmental Insurance Cooperative (IIC) administrated by Benecon. He discussed the Borough's participation in the IIC and provided guidance on healthcare costs.

Cradic explained that for the Health Insurance Fund it does not need to be a separate account but one that is a separate amount shown in the budget as committed. During the budget development process Borough Council would need to identify the amount to commit and any changes to the identified amount would be an item for Borough Council to take action on.

President Hershey stated modifications for the Financial Policies should be finalized by Borough Council by September so it can aid in the budget process. He then stated that the Health Insurance Fund was established as a set aside location for health care obligations. It has been the mechanism to display revenue and expenditures in one fund. Based on the comments from the auditors and knowing that the IIC provides stop loss coverage, some of the yearly health care costs may already have been addressed. He suggested moving the fund to the general fund as a committed component of the general fund.

Councilperson McCloud asked about the potential for future councils to reduce the amount to where there is no funding for OPEB obligations. Cradic offered that if the future of the funded amount is a concern a trust could be established. The trust would work similar to a pension fund. President Hershey added that fund reduction could only occur by formal action of borough council.

Councilperson McCloud asked Cradic how other municipalities handle health insurance funding. Cradic responded that most handle through the general/sewer funds.

Vice-President Ketchum asked Cradic for advice on the stabilization fund. Cradic responded that the Borough Code should outline the establishment of the stabilization fund.

President Hershey asked if the train station fund could be committed from the general fund. Borough Manager Denlinger responded that line items could be established for the general fund.

President Hershey also asked about the fund balance of the unemployment fund. He asked staff to review the fund and analyze the budgeted amount. He then summarized the discussion stating that modifications for the Financial Policies would be finalized by September and would include the health insurance fund, train station fund and unemployment fund as committed lines from the general fund and sewer revenue fund. There were no revisions proposed or added by councilmembers.

2. For 56 N. Market Street, President Hershey started the discussion by stating a clear decision point is needed. He added that he was not in favor of spending \$6 million to renovate 56 N. Market Street and 600 S. Hanover Street.

Councilperson Troutman read a prepared statement

*I believe that investing in our “Down Town” business district by putting our Administration in 56 North Market Street we will be demonstrating our commitment to local small businesses. This could also draw new investors to our area., A vibrant Down Town is directly related to the vibrance of Elizabethtown as a whole.*

*So when looking at this investment as a determination of who would be affected is needed, who could benefit?, Who could be hurt?, My opinion is that the benefits of a focal point downtown exponentially out weighs the small increase in taxes to the homeowners. A prosperous and profitable business district would benefit all Etownians in one way or another.*

*By putting the Administration in the business district it would keep us better in tune with the needs of small businesses. We could more easily understand what the borough might do to help businesses reach their full potential in Elizabethtown.*

*Renovating 56 North Market Street and putting our Business offices “Down Town” not only are we exposing a very important historical building in half the property, we will also be setting some architectural design standards with the new addition, making our New Administration building a Focal point of the business district.*

*Along with restructuring our New municipal capabilities, we should look into other ways to give this property purpose.*

*Signage is an inexpensive way to provide visitors with our Admin location where*

*information about our town is available. We will need a compelling story telling our tale of community culture. (This is where Phil comes in) A good story of History and culture will attract visitors and businesses alike.*

*A simple lobby display with handouts that provide information will create a “sense of place” and a great first impression. This also shows the borough is well-planned, organized, friendly, safe and caring. Signs validate that a destination is worth visiting.*

*We can also use the building to promote the business district by having a brief everchanging WAY FINDING MAP (This is probably supported by the Chamber)*

*Also that map should include Parks, Community Centers, Historic building, Nearest Medical Building, Schools Firehouse, Police Station, Rail Station + Airport. Include surrounding destinations liked:*

*Northwest River Trail  
Columbia Crossing  
Conawago Trail  
Walking Path  
Bicycling Path and so on*

*\*We have done our due diligence*

*\*We have done a Cost analysis and we get lucky with the interest rate in our favor.*

*The potential of this project will be blocked only by our unwillingness to move forward, and unleash a new initiative in “Elizabethtown Proper”*

*If we do NO THING we change NO THING*

*One more thing “NO Shadow Deals”*

*A shadow deal is a business transaction in which everybody doesn’t have a fair chance to participate or one in which motivations are hidden or possibly a public official who is pushing a project because a friend or like-minded individual owns a company that would garner the work from it. (That’s hidden motivation)*

*I support moving forward with 56 North Market Street.*

Councilperson Shaud stated that Troutman provides convincing points as a hub in the borough or a welcome center but it may not work well for the Borough Office. He is in favor of continuing to maintain the building but is not sure it fixes the needs for the Borough Office and Elizabethtown Police Department. Councilperson Clark added that in a perfect scenario the Borough Office’s would already be at 56. He would not vote to sell the building as that is where Elizabethtown started and where the first election was held. Clark stated that he visited the building earlier in the week and there is a lot of work to do, would like to have citizens be able to use the space more but does not want to give up or

lose control of the building.

Councilperson McCloud stated he has been on record in support of the project to move downtown and have staff under one roof; and, prior to the pandemic that was the plan. Mayor Mummert added that he is not anxious to ask residents to write checks to pay for the renovations. He suggested that maybe the annex building be replaced with a new building. Councilperson Ketchum agreed with all points made and there has been a pretty involved process to identify the problems and solutions. He added that the problems with space and staff locations have not changed and that the project does not work without a unanimous vote. He is in favor of keeping the building but unsure if pausing solves the problems.

Borough Manager Rebecca Denlinger stated that small investments in existing buildings could be made to alleviate immediate pressure. President Hershey stated that the topic would not be back on the agenda until staff have had the time to evaluate needs. Councilperson Clark added that staff should obtain a cost for roof repair/replacement.

It was motioned by Ketchum, seconded by Clark, to table the discussion on the renovations of 56 N. Market Street until staff conducts a needs assessment. Motion passed unanimously.

3. Borough Manager Denlinger provided an update to the park planning process. The 2021 Community Survey is nearly final and staff will work with partners to make hard copies available to anyone who would prefer to respond in writing. The Survey will be open through mid-August 2021, or longer if needed. In late Summer / early Fall 2021, staff will continue to gather community input through outreach to a variety of stakeholders (School District, College, Masonic Village, etc.). Following the stakeholder input, staff is recommending the Borough engage in a design charrette to complete the master planning process.

Denlinger added that an application for funding through the Healing The Planet Grant Program, funded by GIANT Companies. A request of \$15,000 to match the Borough's cash and in-kind funding for the overall planning effort. Denlinger stated that following the planning efforts, the Borough will be in a position to apply for funding through PA DCNR's Community Conservation Partnership Program (C2P2) in Spring 2022.

There were no questions on the update.

#### New Business

There was no new business discussed.

Prior to adjournment:

- Councilperson Shaud asked Denlinger if she had an update on his downtown streetscape questions. Denlinger responded that staff are in the process of researching his questions.
- Councilperson Clark stated that for the church he is researching the installation of electric vehicle charging stations. He suggested that stations be evaluated for the downtown or

train station.

After a motion by Troutman, seconded by McCloud, the meeting was adjourned at 9:02 p.m.

Respectfully Submitted,

Rebecca S. Denlinger  
Borough Manager