

ELIZABETHTOWN BOROUGH COUNCIL
REGULAR MEETING
July 15, 2021
Minutes

The regular meeting of Elizabethtown Borough Council was held on Thursday, July 15, 2021. Borough Council members in attendance included Tom Shaud, Bill Troutman, Jeff McCloud, Vice President J. Neil Ketchum Jr., and President J. Marc Hershey. Councilperson Phil Clark joined the meeting via conference call. Also in attendance was Police Chief Ed Cunningham, 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

1. Richard Sheidy, 350 Lemon Street, thanked Borough Council for their recent action on 56 N. Market Street.

Approval of Meeting Minutes

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

1. Public Meeting – June 17, 2021
2. Work Session – July 1, 2021

Reports

1. The Financial Report and PLIGT Reports were unanimously approved as submitted after a motion by Councilperson Ketchum and second by Councilperson Troutman.
2. Chief Cunningham stated activity level is as expected given the time of year. The Chief noted that EPD participated in a recent county-wide DUI checkpoint as well as participated locally in the Strawberry Social and Cones with Cops.

Borough Manager Denlinger added that the Chief and his wife Kristen made 200 servings of strawberry shortcake and 100 cake pops served at the Strawberry Social.

3. Councilperson Shaud asked about the rental properties with smoke detector violations. Planning and Zoning Director Roberts stated a number of violations are given because the detector does not have batteries or isn't present. Depending on other violations noted during the inspection, residents have 14 - 30 days to correct the violation.

President Hershey suggested landlords be reminded of their responsibilities related to smoke detectors and all property owners be reminded the importance of smoke detectors. Borough Manager Denlinger responded that the information will be include in an upcoming Borough Bulletin.

4. The Fire Company responded to 51 calls during the month of June, of which 20 were in the

Borough, with an average response time of 5 minutes 17 second.

5. Northwest EMS responded to 737 calls during the month of June, of which 91 calls, 12.75%, were within the Borough. Year to date Northwest EMS has responded to 4,195 calls of which 618 (14.7%) were within the Borough.
6. There were no questions on the Elizabethtown Area Water Authority Report for May and June.
7. There was not a GEARS Report to review.

Old Business

1. Borough Manager Denlinger provided a mid-year review of the Fiscal Year 2021 Budget. She stated that all planned spending activity is currently in line with the budget. There were no questions.
2. Assistant Borough Manager Roda reviewed results of an informal survey completed of other borough trash and recycling programs. Summary points included: Elizabethtown has the second lowest annual cost for residents, Elizabethtown does not charge as much as others for tag sales and is much more flexible for yard waste disposal. She added other municipalities do not allow containers for yard waste and many municipalities charge for disposal of oversized items and kraft bags.

Councilperson Troutman asked about the number of kraft bags purchased each year and the cost of the bags. Roda responded that she would need to provide this information as she did not have it readily available. President Hershey asked about feedback from residents. Roda responded that the office often hears complaints regarding the number of cans per residential rental. Vice-President Ketchum stated he heard from residents that they are happy with the additional yard waste collections. President Hershey stated that the options would be to advertise for a new contract or extend the existing contract for a year but that there will be a cost increase for the program. The revenue collected must cover the expenses of the program.

Motioned by McCloud, seconded by Troutman, to extend the contract for a one (1) year term with GFL/Waste Industries of PA, LLC. Motion passed unanimously.

New Business

1. Planning and Zoning Director Roberts reviewed a Variance Application submitted for 448 S. Market Street. She stated the applicant is seeking variances to construct an addition and expand an existing multi-family residential building in the R-3 High-Density Residential District. She added that should the Zoning Hearing Board grant the variances at the August 2 meeting, a conditional use application for approval of the new apartment units would be before Borough Council at the August 19 meeting.
2. Planning and Zoning Director Roberts stated with the dedication of Masonic Drive in Conoy Crossing Phase 3, the Borough must adopt an ordinance that accepts the street. She added the borough engineer are reviewing the as-built plans. President Hershey asked if there was

financial security as part of the dedication. Roberts responded that there would be an 18-month maintenance bond.

Motioned by Ketchum, seconded by McCloud, to have the Borough Solicitor prepare and issue the advertisement. Motion passed unanimously.

3. Motioned by Ketchum, seconded by Clark to approve signing a deferral_improvement agreement of the fence along the retaining wall for Conoy Crossing and the Phase 3. Motion passed unanimously.

Vice-President Ketchum added the minutes should reflect the deferral is for the retention fence and not a Deferred Improvement Agreement in relationship to Conoy Crossing Phase 3 Masonic Drive street dedication as indicated on the agenda.

4. Motioned by Clark, seconded by Troutman, to accept Neil Ketchum's resignation from the Elizabethtown Chamber of Commerce Board of Directors and appoint Rebecca S. Denlinger as the representative. Motioned passed unanimously.

Bills Payable

Motioned by Councilperson McCloud, seconded by Councilperson Troutman, to approve the list of monthly bills as presented:

General Fund	\$202,805.34
Sewer Fund	\$61,486.11
Capital Reserve Fund	\$1,469.53
Train Station Fund	\$1,538.26
General Vehicle Sinking Fund	\$15,191.00
Subdivision Escrow Fund	\$1,105.53
Health Insurance Fund	\$73,806.56

Motioned passed unanimously.

President Hershey announced Borough Council held an Executive Session on July 14, 2021 concerning an Elizabethtown Police Department personnel matter.

After a motion by Councilperson Clark, seconded by Councilperson Troutman, the meeting was adjourned at 7:49 p.m.

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager