

ELIZABETHTOWN BOROUGH COUNCIL
REGULAR MEETING
July 16, 2020
Minutes

The regular meeting of Elizabethtown Borough Council was held on Thursday, July 16, 2020. Present were Council members Bill Troutman, Tom Shaud, J. Neil Ketchum Jr., J. Marc Hershey, Phil Clark and Jeff McCloud. Also present were Borough Manager Rebecca S. Denlinger, Assistant Borough Manager Ann Roda, Police Chief Ed Cunningham, Planning and Zoning Director Pam Roberts, Public Works Director Jeff Kinsey and Mayor Chuck Mummert. The telephone capabilities of the Zoom technology were used for members of the public that wished to participate.

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

Public Comment

1. Ken Smeltz, 2 Arrowhead Drive, commented on not removing the No Parking signs on Masonic Drive in the Conoy Crossing development. He stated the comments raised by another resident of the development on removal of the signs does not speak for all residents. Mr. Smeltz stated that several residents of the development wish for the signs to remain as posted.

Approval of Meeting Minutes

After a motion by Clark, second by Ketchum, minutes of the following meetings were unanimously approved with the July 2, 2020 minutes to be revised to reflect Councilmember Troutman's full statement on masks:

1. Regular Meeting – June 18, 2020
2. Work Session Meeting – July 2, 2020

Prior to the motion of approval, Councilmember Troutman stated that the minutes for the July 2, 2020 work session do not reflect his full statement he made on masks. Borough Manager Denlinger responded that the minutes can be revised to reflect the full statement.

Presentation

Deb Drury, Executive Director of the Elizabethtown Public Library, provided Borough Council with a summary of activities happening at the library. She highlighted activities that included 100 days around the library, activity bags and summer reading.

President Hershey asked if the summer reading program was occurring in person or online. Drury responded that it is a combination of online and in person. She added that more adults are participating this year than in past years. President Hershey added that he appreciates how innovative the library has been in trying to get services out.

Elizabethtown Public Library Board of Trustee member Mike Hench was present and added how proud the board is in how hard staff has worked to offer services while following guidelines available and working to make a safe environment for staff and visitors.

Reports

1. The Financial Report was unanimously approved after a motion by McCloud and second by Troutman.
2. EPD Chief Cunningham stated there was nothing out of the ordinary to highlight and there were no questions.
3. There were no questions on the Code Enforcement report.
4. The Fire Company responded to 48 calls during the month of June, of which 21 were in the Borough, with an average response time of 4 minutes 46 seconds.
5. Northwest EMS responded to 588 calls during the month of June, of which 68 calls, roughly 11%, were within the Borough. Year to date Northwest EMS has responded to 3450 calls and 487 within the Borough.
6. There were no questions on the Elizabethtown Area Water Authority Report.
7. Borough Manager Denlinger stated the GEARs report had not been provided in advance of the meeting.

Old Business

1. Borough Manager Denlinger provided an update on the 2020 Census. She indicated that census takers will begin visiting addresses that have not responded starting August 11, 2020. President Hershey asked if notification will be made to the borough of the visits and encouraged staff to continue to message the importance of responding. Denlinger responded that she will follow-up with the local contact on borough specific visits and that information will continue to be available for residents on the Census.
2. Assistant Borough Manager Roda provided an update on the use of the parking area at 56 N. Market Street. Similar signs from the train station will be used and an electrician was scheduled to visit the property to determine if existing lights can function in a dawn to dusk setting. Once the lights are operating the signs and garbage can will be placed and a letter will be sent to property owners in close proximity to the building informing them of the lot and its intended use. The availability of the lot will also be posted to the website and Social Media.

New Business

1. Assistant Borough Manager Roda stated Elizabethtown Friendship Fire & Hose Co. #1 made a request for the use of the pavilion and softball field and requested waiving associated fees. The current process does not provide the ability to waive associated fees. Borough Manager Denlinger added that moving forward staff would like to develop a process for waiving of fees and would present that to council for concurrence.

It was motioned by Clark, seconded by Troutman, to waive the fees associated with the pavilion and softball field. Motion passed unanimously with President Hershey abstaining from the motion.

Councilmember McCloud asked what the full costs of the fees being waived equals. Roda responded that it is \$25.

2. Borough Manager Denlinger provided a mid-year review of the 2020 Budget. She stated that revenues to date are almost as expected. She added that a summary was provided to councilmembers that highlighted expenses over 60% of budgeted amounts and revenues that are below 40% of the budgeted amount. Denlinger added that another review would be done at the end of the third quarter.
3. Borough Manager Denlinger reviewed a draft schedule for council to consider for the 2021 Budget process. She stated that the draft schedule does not currently include additional budget meetings and asked council for their review and edits.

Councilmember Ketchum asked if there would be delays in revenue collection that would impact budget development. Denlinger responded that projected and received revenue collection will change but that should not delay budget development.

President Hershey suggested that 2-4 meetings be scheduled and that budget discussions should start in September to allow time to work through the budget preparation process.

4. It was motioned by Ketchum, seconded by Clark, to approve Resolution 2020-07 to sign the five-year Winter Traffic Services Agreement with PennDOT. Motioned passed unanimously.

President Hershey asked if the rates in the agreement cover the costs incurred. Public Works Director Kinsey stated that he had not reviewed to that detail but that there was an increase in provided rates over the previous 5-year agreement.

5. Borough Manager Denlinger provided an update on the Fair on the Square event planned for August 22, 2020. She stated that the event is being organized by the Downtown Business Committee, a subcommittee of the Elizabethtown Chamber of Commerce, as a fun evening out for families. Businesses are able to register and would host a carnival type game/activity. Chief Cunningham added that the group is submitting a special event permit and that they asked for a temporary waiver of the open container ordinance

requirements. Chief Cunningham stated that if council were to allow for a temporary waiver, he would have officers at the event to monitor and suggested that the waiver be limited to the defined event location.

President Hershey asked if the event would be outside or inside, how the event will maintain COVID-19 restrictions and if there would be a certificate of insurance. Denlinger responded that the committee is trying to keep activities outside to encourage walking through town. She added that they are planning on 1-2 food trucks and a band to be in the BB&T parking lot and that businesses are seeking volunteers to assist with activities. Cunningham added that the group is working with the Chamber for the certificate of insurance.

President Hershey added that he is not overly in favor of the waiver as it starts to set a precedence. Hershey asked if waivers were given for the Holiday Parade. Cunningham responded that the Borough has not provided a waiver but in 2019 Funk was able to fence off an area in front of their property which was not on the sidewalk.

Councilmember Clark asked if the event would be for the length of Market Street and if the streets would be closed. Cunningham responded that the event would be from Lucky Ducks through to the alley by Brothers Pizza and that streets would not be closed. Clark added that he may be in favor of the waiver if open containers can be controlled and participants understand that it is for a one-time event and not all downtown events.

Councilmember Shaud agreed with Councilmember Clark. Councilmember Ketchum added that for previous Wine Walks patrons were not able to walk out of a business with wine and that it was limited to the business location. Ketchum added that if the waiver were provided then it should be clear that it is a Chamber event and not a Borough event. Councilmember Troutman asked if wristbands or tickets could be provided for those of age since it is a sponsored event. He stated it could control consumption.

Councilmember Ketchum asked the timeframe for a decision on the waiver request. Denlinger added that while a decision would assist with marketing the event council certainly had time to think through the waiver request. She added that she could speak with the group and have a representative at the next meeting to answer questions. Councilmember Shaud stated he would be in favor of hearing from the group and understand the details of the event so there is no speculation of its set-up.

6. Borough Manager Denlinger stated that a request was made by the property owner to reduce sewer fees charged for 244-250 South Market Street. There was not a leak at the property and the water was treated by the wastewater treatment plant. The higher than normal sewer bill was caused by a toilet that was not sealing properly. Councilmember McCloud added that at the recent EAWA meeting the board did not reduce the fees on water usage.
7. It was motioned by McCloud, seconded by Troutman, to deny the request for reducing sewer fees at the property. Motioned passed unanimously.

8. Borough Manager Denlinger updated council on complaints that have been received concerning South Market Street. She stated there have been a number of calls concerning the condition of the pavement. Borough staff reached out to PennDOT concerning the complaints received and to discuss a solution. PennDOT responded that they were aware but that there was no fix planned.

Councilmember Ketchum stated the road has been in this condition since the work has been completed and it remains to be an issue. It was noted that it could be a safety issue for drivers. President Hershey stated PennDOT has a duty to fix the road and asked staff to reach out to higher levels with PennDOT to seek resolution of the issue.

9. President Hershey stated that the Regional Meeting scheduled for July 31, 2020 was cancelled. The next regional meeting is scheduled for Thursday, October 29, 2020. At that meeting review of the comprehensive plan will be a topic.

Councilmember Ketchum asked if the GEARs agreement would be a topic. Borough Manager Denlinger responded that the GEARs agreement will be discussed at individual borough and township meetings so that it can collectively be adopted on October 29, 2020.

Bills Payable

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

General Fund	\$206,451.61
Sewer Fund	\$116,948.37
Capital Reserve Fund	\$9,343.37
Train Station Fund	\$3,371.93
Subdivision Escrow Fund	\$4,336.25
Health Insurance Fund	\$146,077.17

The motion carried unanimously.

Adjourn

Following a motion by Shaud, seconded by Troutman, the meeting unanimously adjourned at 8:18 p.m.

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager