

ELIZABETHTOWN BOROUGH COUNCIL
WORK SESSION MEETING
August 5, 2021
Minutes

The regular meeting of Elizabethtown Borough Council was held on Thursday, August 5, 2021 at the Borough Office. Present were Councilmembers Tom Shaud, J. Neil Ketchum Jr. and 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, and Police Chief Ed Cunningham. Councilmember Jeff McCloud participated via conference call, Councilmembers Phil Clark and Bill Troutman were absent and Mayor Mummert was also absent.

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

Public Comment

There was no public comment.

Old Business

1. Motioned by McCloud, seconded by Ketchum, to approve Ordinance 1001 for the dedication of Masonic Drive. By roll call vote, the motion passed unanimously.

Several questions asked prior to the motion included; is there an 18-month performance bond, is there a need to complete another ordinance for no parking signs on Masonic Drive, and what about the dedication of other streets. Planning and Zoning Director Roberts responded; there is an 18-month maintenance bond in place. She added; no parking signs are already posted on Masonic Drive and the traffic ordinance for no parking signs approved in Phase 1 and did not need acted on again. For other streets in the Conoy Crossing development Roberts responded the dedication of the remaining portion of Maize Circle and Broken Arrow will be when Phases 4 and 5 are complete.

President Hershey adjusted the meeting agenda and moved the Fiscal Year 2022 Budget discussion to the end of the agenda.

2. Borough Manager Denlinger provided an update on the East Willow Street sanitary sewer repair project. She stated the contractor, Ebersole Excavating, Inc., completed all work on this project that was funded in part by Community Development Block Grant funding. The final project documents (applications for payment and the final adjusting change order) confirm the project was completed for \$162,000 and came in under budget by roughly \$27,000. The savings come from the amount of paving as well as the contingency items were not needed.
3. Borough Manager Denlinger provided an update on South Market Street. She stated PennDOT has committed to the project to address the resurfacing and the current rutting. The Acting Director for PennDOT District 8-0 has stated PennDOT intends to have a construction project next year and identified a project manager. The project would be all of Market Street and not just South Market Street. Denlinger added she has talked with EAWA on the concern of timing of the repair work and EAWA-need to do waterline repair work. Denlinger stated there are a number of questions to

be asked of PennDOT to understand the scope of the project and to ensure there is coordination with the utilities (such as EAWA) to identify modifications before the roadway is corrected.

President Hershey asked if PennDOT could come in and mill down some of the extreme areas before the upcoming winter season. He also asked what PennDOT will do differently to not have the issue again and if the previous contractor would be held to any sort of recourse given the product issues and additional spending. Denlinger responded she will follow-up with PennDOT to address the questions.

Vice-President Ketchum asked if the project would change the elevation of the road and require curb and sidewalk modifications. Denlinger responded the street should be milled but would confirm with PennDOT. Councilmember Shaud asked if the work would be coordinated with work planned for Linden Avenue or the bridge replacement by Giant. Denlinger responded she will follow-up with PennDOT.

Councilmember McCloud stated his concerns with PennDOT just dusting off the previous plans and hopes they correct the base issues before paving.

4. Assistant Borough Manager Roda stated GFL/Waste Industries of PA accepted the 1-year extension for a unit price of \$146.78. The unit price is \$8.67/unit higher than the current year price. The residential cost includes not just the cost of the hauler but disposal with LCSWMA and Columbia Borough as well as the purchase of kraft bags and stickers. The residential cost will be proposed for Borough council to consider as part of the budget process.
5. Borough Manager Denlinger provided an update on the Community Park Planning effort. She reviewed a timeline for the Community Park survey and stated the survey will go live (and be available in paper form) the week of August 16 and be available for response through to the end of the week of September 27. Social media reminders and questions will be conducted to garner additional responses for the survey but also gather additional input. The borough will also work with community partners to gather additional survey input. She added she is working to have “sweet” prizes donated to give to selected survey responders but the details are being worked through. The results of the survey would then be reviewed with borough council on Oct 7.

President Hershey asked if results could be provided mid-way through the survey process. Denlinger responded that mid-survey results could be provided at the meeting on September 16.

New Business

1. Deb Drury provided an update on the Elizabethtown Public Library. Several members of the board were also in attendance. Drury stated the library is nearly 20 years old and is starting to identify project needs to maintain the use of the building. The library is working to continue to expand services offered back to pre-COVID levels but are having difficulty hiring given hourly rate sought for positions. Drury thanked council for their continued support of the library.
2. Assistant Borough Manager Roda stated Notice from Mars Wrigley Confectionary US LLC received by the Borough Office that Mars is submitting an Air Quality Title V Renewal application to PADEP. The renewal application is for an existing operating permit and there is a 30-day comment permit following the receipt of the letter. To the knowledge of staff, the application does not change any of the borough approvals that have been given for land

development and no comments were necessary. There were no questions on the notice and no comments identified.

3. Motioned by Ketchum, seconded by Shaud, to hire Joshua C. Cook as a probationary police officer with the Elizabethtown Police Department effective August 16, 2021. Motioned passed unanimously.

Old Business Continued

6. Borough Manager Denlinger reviewed a budget schedule that outlines dates for versions of the draft, proposed and final budget. The schedule includes special meeting dates for budget review with borough council (the need for those will be determined at a later point) with possible final action by December 2, 2021.

Revisions to the borough's financial policies were discussed. Several revisions to wording in the resolution were discussed and suggested for those funds in which a dollar amount is specifically set that the amount is adjusted each year by a CPI annualized amount. This discussion will continue at the August 19, 2021 borough council meeting.

Prior to adjournment:

- Councilmember Shaud remarked on 101 E. Plum Street. He suggested that the building (with renovations) be used to assist with EPD's need for additional work space. The use of the building would be a least expensive option to spending \$6 million dollars for a renovation.
- Rebecca noted that staff is working with:
 - o PSAB to record a video for "Explorer PA Boroughs". The video will be filmed on September 9, 2021.
 - o Downtown businesses, Chamber and others on events planned for the holiday season to assist with coordination of events.

After a motion by Shaud, seconded by Ketchum, the meeting was adjourned at 8:30 p.m.

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager