

ELIZABETHTOWN BOROUGH COUNCIL
PUBLIC MEETING
August 17, 2023
Minutes

A public meeting of Elizabethtown Borough Council was held on Thursday, August 17, 2023. Present were Councilmembers Lanty Moss, Tom Shaud, J. Marc Hershey, Phil Clark, Jeff McCloud and Jay Hynicker. Also in attendance were Borough Manager Rebecca S. Denlinger, Assistant Borough Manager Ann Roda, Planning and Zoning Director Pamela Roberts, Public Works Director Jeff Kinsey, Elizabethtown Police Department Interim Chief Shane Deardorff, Elizabethtown Police Department Corporal Jesse Schlotzhauer and Mayor Chuck Mummert.

Public Comment

There was no public comment.

Approval of Meeting Minutes

After a motion by Vice President Clark, second by Councilperson Shaud, Borough Council voted unanimously to approve the Public Meeting minutes for August 3, 2023.

Reports

1. Borough Council unanimously approved the Financial Report and PLIGT Report as submitted after a motion by Councilperson McCloud and second by Councilperson Hynicker.
2. There were no questions on the July 2023 Elizabethtown Police Department Report.
3. There were no questions on the July 2023 Code Enforcement Report.
4. There were no questions on the July 2023 Fire Company Report. The Fire Company responded to 53 calls in July with 20 of those calls being located within the borough.
5. Northwest EMS responded to 704 calls during the month of July 2023, of which 135 were within the Borough which is 19% of calls. Year to date Northwest EMS has responded to 5,119 calls with 21% occurring in the Borough.
6. There were no questions on the July 2023 Elizabethtown Area Water Authority Report.
7. There were no questions on the GEARS Report for June 2023.

Borough Manager Denlinger added that at a recent meeting of the Elizabethtown Area Community Services Authority, David Wendel, Executive Director of GEARS requested a meeting to be called of the municipal partners of GEARS and EACSA. At this meeting, he will provide a presentation of the proposed renovations to the second floor of the Poplar Street Facility (owned by EACSA). He will also be making a request to each of the

municipalities for financial support of the project.

8. There were no questions on the MESA reports for July 5 and July 19. President Hershey stated MESA will hold a Public Hearing on the fee assessed. The hearing will be held on September 28, 2023 from 7:00 PM – 9:00 PM at Elizabethtown Brethren in Christ Church. He added a mailer will be sent to each property within the participating municipalities with information on the fee and public hearing. Penn Township has elected to withdraw from MESA.

Old Business

1. Planning and Zoning Director Roberts stated staff has been working with Conoy Crossing to finalize the outstanding items that need to be resolved before the Borough can accept the dedication of Maize Circle and Broken Arrow Drive however items remain. Roberts stated the largest outstanding item is corner pins/markers are not fully complete.

Todd Smeigh with DC Gohn addressed the setting of corner pins/markers. He stated the practice has been to drill a hole at the sidewalk/curb. He asked if council would consider drill holes in place of corner pins/markers. Following a brief discussion President Hershey told Mr. Smeigh the land development project needs to follow the ordinance requirements and have corner pins/markers.

Vice President Clark motioned to table the dedication of Maize Circle and Broken Arrow Drive until the September 7, 2023 Borough Council Meeting. Councilperson McCloud seconded the motion. Borough Council unanimously motioned to table the dedication of Maize Circle and Broken Arrow Drive until the September 7, 2023 Borough Council Meeting.

2. For the Mars Wrigley Refrigeration Transformation Land Development Plan, Councilperson McCloud moved for approval of the requested waivers of Chapter 21, Section 503.14.A - Right-of-Way and Cartway Widths, Chapter 22, Section 303 - Submission of Preliminary Plan, and Chapter 22, Section 606.1.A - Right-of-Way and Cartway Widths. Councilperson Hynicker seconded the motion. Borough Council voted unanimously to approve the requested waiver modifications.

Councilperson Shaud motioned to conditionally approve the Mars Wrigley Refrigeration Transformation Land Development Plan based on addressing the comments from the Lancaster Civil review letter dated July 28, 2023. Councilperson McCloud seconded the motion. Borough Council voted unanimously to conditionally approve the Mars Wrigley Refrigeration Transformation Land Development Plan.

3. Planning and Zoning Director Roberts stated staff would like more time to discuss addressing options and meet with Burkholder Builders. Re-addressing the properties as discussed at the previous meeting brings about other post office and legal concerns that would need to be considered. Councilperson Moss motioned to table the Burkholder Builders – Maize Circle Subdivision and Land Development Plan until the September 7, 2023 Borough Council

Meeting. Councilperson Shaud seconded the motion. Borough Council voted unanimously to table the Burkholder Builders – Maize Circle Subdivision and Land Development Plan.

4. EPD Interim Chief Deardorff outlined the purchasing of two EPD vehicles. The first vehicle would be the vehicle budgeted for FY2023. The second vehicle would either be a purchase or reservation for the FY2024 vehicle. If the vehicle is purchased in FY2023 it would be \$7,000 less than the 2024 vehicle. Deardorff explained that EPD is seeking to make modifications to the upfitting equipment that is either equivalent to or slightly less expensive while providing additional functionality to the long-term use of the vehicle.

Vice President Clark made a motion to approve the purchase of two EPD Vehicles in 2023. With this action no vehicle will be purchased in Fiscal Year 2024. The upfitting of the approved vehicles will include: a slick top lightbar (not the typical roof lightbar), red/blue slim lightbar along rocker panels, no white wrap on roof (will remain black), and 1/3 prisoner cage to allow for custom storage in back seat area. Councilperson McCloud seconded the motion. Borough Council voted unanimously to purchase two EPD vehicles in 2023 with the outlined upfitting changes.

5. Borough Manager Delinger provided an update on the proposals received for Professional Audit Services. She recommended the appointment of Boyer & Ritter, based on the firm's depth of experience and capacity which will aid the Borough and EDA in the annual audit process as well as their ability to respond to requests for assistance in all areas of finance and accounting outside of the formal audit process. She added information on the technology that Boyer & Ritter uses to aid in managing the formal annual audit process with borough personnel.

Vice President Clark motioned to approve the selection of Boyer & Ritter to provide Professional Audit Services for both the Borough and the Elizabethtown Development Authority. Boyer and Ritter will provide services for the annual audits of fiscal years 2023-2027. Councilperson Shaud seconded the motion. Borough Council voted unanimously to appoint Boyer & Ritter for the provision of Professional Audit Services for both the Borough and the Elizabethtown Development Authority.

6. It was motioned by Councilperson Hynicker to approve Application for Payment #3 for the 2023 Bridge Maintenance Project in the amount of \$71,035.40. Vice President Clark seconded the motion. Borough Council unanimously approved Application for Payment #3 for the 2023 Bridge Maintenance Project.
7. Borough Manager Denlinger provided updates on several funding sources. For the Redevelopment Assistance Capital Program with Elizabethtown College, the Borough served as the applicant for the Elizabethtown College Center of Sports, Fitness, and Well-Being Project. This project is complete and the closeout audit has been held with the Governor's Budget Office. Denlinger added that the Borough received a Community Development Block Grant for 2023-2024. The grant would apply towards the cost of the South Chestnut Street Bridge and Railing Project that will be completed in 2024.

8. Assistant Borough Manager stated that minor site work remains but work is nearly complete on the new Community Park Playground equipment. Borough Manager Denlinger suggested a ribbon cutting event be held on Thursday August 31, 2023 from 6:00 PM - 8:00 PM. President Hershey asked councilmembers to hold the date and time for a ribbon cutting event.

New Business

1. Planning and Zoning Director Roberts stated the applicant is requesting special exception approval at 222 S Market Street to construct a church within the existing structure on the property. The subject property is located in the Central Business District. Borough Council remained neutral on the application.
2. It was motioned by Councilperson McCloud, with a second from Councilperson Hynicker, to approve the request for Fire Police assistance at the Manheim Farm Show Parade on October 11, 2023. Borough Council unanimously approved the request for Fire Police assistance at the Manheim Farm Show Parade.

Bills Payable

Upon motion by Councilperson McCloud and second by Councilperson Hynicker, Borough Council voted unanimously to approve the list of monthly bills as presented:

General Fund	\$293,921.13
Sewer Fund	\$147,395.43
Capital Reserve Fund	\$63,450.55
Sewer Capital Projects Fund	\$323.00
General Vehicle Sinking Fund	\$200.85
Subdivision Escrow Fund	\$7,545.50
Parks Fund	\$113,146.87

Prior to the motion, Borough Manager Denlinger provided an update on the agreement for Crossing Guard services in place with All City Management Services. The new agreement for the 2023-2024 School Year is a slightly higher rate than what is included in the FY2023 Budget. She added that staff will incorporate the new contracted rate in the FY2024 budget.

Mayor Remarks

- Mayor Mummert encouraged councilmembers to attend the Elizabethtown Fair on Monday, August 21. Other elected officials will be attending that evening and he will be raising the flag and singing the National Anthem.

Council Remarks

- Councilperson McCloud thanked the public for attending and staff for their hard work.

- Councilperson Hynicker thanked the public for attending, staff for their hard work and is excited for the opening of the park equipment.
- Councilperson Moss is looking forward to the fair.
- Councilperson Shaud thanked staff for their hard work on the park.
- Vice-President Clark stated he is looking forward to the opening of the park equipment.
- President Hershey had no remarks.

President Hershey announced that Borough Council will meet in Executive Session following the public meeting to discuss a real estate issue and personnel matters.

Adjourn

President Hershey adjourned the meeting, without objection, at 8:27 PM.

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager