

**ELIZABETHTOWN BOROUGH COUNCIL**  
**REGULAR MEETING**  
**August 20, 2020**  
**Minutes**

The regular meeting of Elizabethtown Borough Council was held on Thursday, August 20, 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.

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

Public Comment

There was no public comment.

Approval of Meeting Minutes

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

1. Regular Meeting – July 16, 2020
2. Work Session Meeting – August 6, 2020

Presentation

Mayor Mummert recognized Elizabethtown Borough Police Chief Ed Cunningham for his recent completion of the Master's degree in Criminal Justice and law enforcement management from Aspen University. Mayor Mummert added that this achievement is not only a benefit for the Chief but for the community.

Reports

1. The Financial Report was unanimously approved after a motion by Ketchum and second by McCloud.
2. EPD Chief Cunningham stated that the report shows an increase in bike and foot patrols due to the weather and that there was nothing out of the ordinary to highlight. There were no questions on the report.

Chief Cunningham stated that he was in contact that day with the organizers of the Fair on the Square to reinforce the need to manage crowds and was told that all PPE was in place and ready to go for the event. The Chief added that he has been working on developing a program that would offer mediations services. Often calls are made concerning neighbor disputes that are not of criminal nature and EPD cannot always assist with remedies. This program under development would offer mediation for these non-criminal situations. He

is still working through the details and anticipates the ability to launch the program with a full update to council very soon.

3. There were no questions on the Code Enforcement report.
4. The Fire Company responded to 51 calls during the month of July, of which 17 were in the Borough, with an average response time of 3 minutes 57 seconds.
5. Northwest EMS responded to 605 calls during the month of July, of which 105 calls, roughly 17%, were within the Borough. Year to date Northwest EMS has responded to 4055 calls and 592 within the Borough.
6. There were no questions on the Elizabethtown Area Water Authority Report.
7. There were no questions on the GEARS Report. Borough Manager Denlinger noted that the financials presented in the report are different than past reports as this report shows the funding secured to offset personnel costs during the COVID-19 pandemic.

#### Old Business

1. Borough Manager Denlinger stated that at a recent meeting in which GEARS representatives, Managers and one elected official from each municipality reviewed a draft. A clean copy of the draft agreement that incorporates all amendments was requested and is expected to be received in early September. Councilmember Ketchum added that the current draft revises the capital contribution formula is being revised in reference to the GEARS budget. The capital contribution will be part of the budget request rather than a separate request. Ketchum stated that accredited healthcare facilities and Elizabethtown College will not be included in the funding formula with numbers being adjusted annually.

President Hershey asked about Conoy Township based on a recent news article that stated they were going to participate for a year. He asked if anyone knew to what level of participation. Denlinger responded that this topic will be discussed at the next workgroup meeting.

2. Borough Manager Denlinger reviewed with Borough Council a new form that staff will be using for the development of a Capital Improvement Plan. She stated that the form will be used and improved over time to help better define capital projects as well as to budget/plan for their implementation. She indicated for the FY2022 budget there will be a more defined capital program building on the existing process.

President Hershey asked if the form would be only for FY2021 projects or future years and if vehicles would be included. Denlinger responded that the form would include multiple years and that the vehicle replacement schedule will be included. She added that staff have begun to analyze fleet management programs in advance of a FY2022 budget discussion.

- Assistant Borough Manager Ann Roda provided an update on the Phase I Environmental Site Assessment underway at 101 E. Plum Street. The contractor, Reliance Environmental, provided a copy of the draft report to review in conjunction with the recommended modification to the scope of work to conduct additional investigation into the storage tank in the rear and soil sampling by the former gasoline tanks. The draft report shows findings of four recognized environmental conditions (RECs) and the proposed scope of work addition would further define two of the four RECs. The proposed scope of work would evaluate the presence and absence to further refine the REC.

President Hershey asked what a BER stood for? Roda responded that it is business environmental risk and it is related to the storage tanks inside the garage. Councilmember Ketchum added that a BER does not rise to the level of needing further investigation. He then asked if the proposal was for a Phase 2 or an amendment to the Phase 1. He also asked if staff had spoken with the solicitor related to the draft report.

President Hershey asked staff to find out the difference between the proposed scope change and a Phase 2 evaluation and to follow with the Solicitor.

- Borough Manager Denlinger explained that County Elections and Commissioner D’Agostino reached out to inquire on the use the Public Works Facility as a polling place for November General Election. When discussed previously the county was to seek alternate locations and come back as a last resort. In recent communication the county staff indicated they continue to look and await a response from several potential locations and asked to re-consider use of the Public Works Facility. Denlinger added that staff had provided the county with several potential locations to assist with their location efforts.

New Business

There was no new business.

Bills Payable

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

General Fund	\$169,293.02
Sewer Fund	\$87,459.97
Capital Reserve Fund	\$7,100.25
Construction Fund	\$1,670.85
Train Station Fund	\$956.26
General Vehicle Sinking Fund	\$42,975.00
Subdivision Escrow Fund	\$2,284.25
Health Insurance Fund	\$144,603.93
Parks Fund	\$1,419.00

The motion carried unanimously.

Adjourn

Following a motion by Clark, seconded by Ketchum, the meeting unanimously adjourned at 7:39 p.m.

Respectfully Submitted,

Rebecca S. Denlinger  
Borough Manager