

**ELIZABETHTOWN BOROUGH COUNCIL**  
**PUBLIC MEETING**  
**September 1, 2022**  
**Minutes**

A public meeting of Elizabethtown Borough Council was held on Thursday, September 1, 2022. Present were Councilmembers Lanty Moss, Jay Hynicker, Tom Shaud, J. Marc Hershey, and Jeff McCloud. Councilmember Phil Clark was absent. Also present were Borough Manager Rebecca S. Denlinger, Assistant Borough Manager Ann Roda, Public Works Director Jeff Kinsey, Planning and Zoning Director Pamela Roberts, and Elizabethtown Police Chief Ed Cunningham.

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

**Public Comment**

There was no public comment.

**Presentation**

1. Elizabethtown Public Library Executive Director, Deb Drury, provided an update on the library and indicated that the Board will be making a FY2023 Budget Request to the Borough. Interesting statistics that she provided included 85% of households within the borough have at least one active library card and more than 6,863 active library users are from the Borough. She also noted that since moving to its Market Street location, the library has lent out 2.5 million items. She invited Borough Council members to visit the library's new and improved website.

**Approval of Meeting Minutes**

After a motion by Councilperson Hynicker, second by Councilperson Moss, Borough Council voted unanimously to approve the August 18, 2022 Public Meeting minutes.

**Old Business**

1. President Hershey provided an update on the Regional Emergency Services Administrative Authority. An initial Public Hearing was held on August 31, 2022 and there were approximately a dozen citizens who offered public comments. He stated that Councilpersons McCloud, Hynicker, Shaud and himself along with Borough Manager Denlinger attended the hearing. It was noted that some comments were in favor of the authority, some voiced concern on the potential fees and the speed of the creation of the authority. Councilperson Shaud added that one point he took away from the meeting was the need to understand or explain the fee per person versus if EMS were supported by a millage rate; either way there is a need to have funding to maintain emergency services. Councilperson Moss added that in his ward he has heard concern regarding the annual fee and how it will increase each year. Hershey responded that the subcommittee is working to address this concern; adding that the annual fee would not increase more than the lesser of the Consumer Price Index (CPI) or 5% each year; and, if a

higher increase is sought, the decision to implement the greater increase would go before the public for approval. Hershey noted that the creation of the authority will also be discussed at the regional officials meeting on September 7, 2022 and encouraged councilpersons to visit the Authority website ([www.savingemsformwlancaster.org](http://www.savingemsformwlancaster.org)) to view the FAQ page as it is continually updated to include recently asked and answered questions and additional information.

2. Borough Manager Denlinger stated that resurfacing of Market Street is expected to start in mid-September as UGI is nearing completion on their gas line work. The Borough will issue website and social media updates for residents and business providing updates on specific start dates and parking restrictions as the Borough receives that information from PennDOT and/or the Contractor. It is anticipated that work will be complete mid-October.
3. Councilmembers discussed several amendments to several ordinances, with Planning and Zoning Director Roberts providing an update on suggested amendments.
  - Parking Ordinance Amendment: On E. Willow Street a revision to the parking restriction was discussed so that the no parking limitation on both sides of the street are aligned. It was discussed further discussed converting W. Willow, W. Washington and S. Spruce into one-way streets.
  - Subdivision and Land Development: The presented amendments were described as reducing the number of paper copies to provide with an application, process revisions for the submission of as-built drawings and clarifying what existing features should be on submitted plans. There were no questions on the presented amendments.
  - Streets and Sidewalk: Staff reviewed the previously provided amendments and Borough Council had no questions or additional amendments.
  - Zoning: Staff reviewed the previously provided amendments. Roberts asked Borough Councilmembers for direction on the request that was made at the August 18, 2022 Public Meeting regarding the keeping of chickens in the Borough. Several councilmembers raised questions on enforcement, lot size requirements and quantity per lot. It was motioned by Councilperson McCloud, seconded by Hynicker to not modify the zoning ordinance to allow chickens to be kept within the Borough. Motion passed unanimously.

## **New Business**

1. Councilperson Hynicker motioned for the Chief of Police to sell and convey 3-4 unused radios to East Lampeter Township. Councilperson Shaud seconded the motion. Borough Council unanimously voted for the Chief of Police to sell and convey 3-4 unused radios to East Lampeter Township.
2. Councilperson McCloud motioned to approve Resolution 2022-21 revising the Trick or Treat Policy in that Trick-or-Treat will be held on October 31, between 6:00 PM and 8:00 PM, rain or shine. Councilperson Shaud seconded the motion. Borough Council unanimously voted to approve Resolution 2022-21 Revised Trick-or-Treat Policy for Elizabethtown Borough.

3. President Hershey noted that Borough Council met in an Executive Session prior to meeting to discuss several uniform and non-uniform personnel matters.

Borough Manager Denlinger stated that there is a vacancy at the Highway Department and there will be a vacancy at the Wastewater Treatment Plant with an upcoming retirement. She added that hiring plans include paying a bonus if the selected new hire already possesses the required license and/or certification for their position. If they selected new hire does not possess the required license and/or certification, the Borough will bear the expense of the training and testing to secure such license and/or certification.

She also stated that there has been an interdepartmental shift of personnel. The Existing Code Compliance Official that was completing rental inspections is shifting to the Highway Department and the Executive Assistant is shifting to fill a portion of the open Code Compliance Official position.

Councilperson Moss motioned to advertise for the open Highway Department Laborer position as presented. Councilperson McCloud seconded the motion. Borough Council unanimously approved the advertisement of the open Highway Department Laborer position.

Councilperson McCloud motioned to advertise for the upcoming open Wastewater Treatment Plant Operator position as presented. Councilperson McCloud seconded the motion. Borough Council unanimously approved the advertisement of the upcoming open Wastewater Treatment Plant Operator position.

4. Borough Manager Denlinger stated that with the interdepartmental shift of personnel the Residential Rental Program inspections will now be completed by agreement with Commonwealth Code Inspection Services (CCIS). President Hershey asked if the current fees for the Residential Rental Program will cover the CCIS costs. Planning and Zoning Director Roberts responded that the Borough's current fee will cover the inspection costs; however, the Borough will now consistently charge for reinspection fees as CCIS will charge the Borough for each required reinspection of a rental unit.

Councilperson Hynicker motioned to approve the Borough Manager signing the agreement with Commonwealth Code Inspection Services to provide inspections as part of the Borough's Residential Rental Inspection Program. Councilperson Shaud seconded the motion. Borough Council unanimously approved the Borough Manager signing the agreement with Commonwealth Code Inspection Services.

### **Mayor and Council Remarks**

Mayor Mummert said that it was nice to see so many faces at the Elizabethtown Fair and noted his excitement to officiate his granddaughter's wedding.

Councilperson McCloud reminded residents to be alert for school traffic patterns and students walking to and from school.

Councilperson Hynicker thanked everyone involved with the development of the Regional Emergency Services Administrative Authority.

Councilperson Moss stated that his ministry job did not allow for him to attend the Regional Emergency Services Administrative Authority meeting on Wednesday August 31 otherwise he would have attended.

Councilperson Shaud had no comments to add.

President Hershey thanked EPD for their work to manage the crowds at the Elizabethtown Fair.

### **Adjourn**

President Hershey adjourned the meeting, without objection, at 8:14 PM.

Respectfully Submitted,

Rebecca S. Denlinger  
Borough Manager