

**ELIZABETHTOWN BOROUGH COUNCIL
PUBLIC MEETING
September 7, 2023
Minutes**

A public meeting of Elizabethtown Borough Council was held on Thursday, September 7, 2023. Present were Councilpersons Lanty Moss, Tom Shaud, Jeff McCloud, J. Marc Hershey and Phil Clark. Also present were Borough Manager Rebecca S. Denlinger, Assistant Borough Manager Ann Roda, Public Works Director Jeff Kinsey, Planning and Zoning Director Pam Roberts, and Elizabethtown Police Lieutenant Shane Deardorff and Mayor Mummert. Councilmember Jay Hynicker was absent.

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

Public Comment

1. There was no public comment.

Approval of Meeting Minutes

1. After a motion by Vice-President Clark, and second by Councilperson McCloud, Borough Council voted unanimously to approve the August 17, 2023 Public Meeting minutes.

Old Business

1. Councilperson McCloud motioned to table the dedication of Maize Circle and Broken Arrow Drive until the September 21, 2023 Borough Council Meeting. Vice-President Clark seconded the motion. By unanimous vote, Borough Council tabled the dedication of Maize Circle and Broken Arrow Drive.

Prior to the motion Planning and Zoning Director Roberts stated staff has been working with Conoy Crossing representatives to finalize the outstanding items that need to be resolved before the Borough can accept the dedication. Conoy Crossing had hoped to have everything addressed before the meeting, but that was not accomplished. One item still outstanding is submitting a recorded Amended Stormwater Management Agreement.

2. Prior to the motion Planning and Zoning Director Roberts stated staff has had several discussions with the Post Office as well as the developer concerning the addressing of the street. Based on those discussions staff is suggesting to move forward with addressing the units as 17A Maize Circle, 17B Maize Circle, etc. Though this is not ideal for emergency services, staff is concerned that re-addressing the street will have too much of a negative impact on the residents already living at Maize Circle. Roberts indicated there are still a few outstanding items that need to be addressed before the review is complete.

Borough Council members discussed the addressing of the street in detail. Several councilmembers voiced concern on the lack of foresight on addressing of the properties

between the various land development phases. Many were not on board with the suggested addressing but stated the need to re-address every property on the street would be overly burdensome for existing residents.

Vice-President Clark motioned to table the Burkholder Builders - Maize Circle Subdivision and Land Development Plan until the September 21, 2023 Borough Council Meeting. Councilperson Shaud seconded the motion. By unanimous vote, Borough Council tabled the Burkholder Builders - Maize Circle Subdivision and Land Development Plan

3. Through an update on Traffic Signal at Market Street and High Street, Borough Council were told permit approval has been received from PennDOT and the Borough's engineer is finalizing the bid material. It is anticipated the project will be bid in September with results presented to Borough Council at an October meeting. It was noted the timeframe for final completion of the work will depend on the time it takes to fabricate the new poles which can be 6-10 months.
4. Chris Lincoln, Traffic Planning & Design, discussed the Masonic Drive and Bainbridge Road Intersection Report. The report covers both traffic calming along Masonic Drive and consideration of traffic controls at the intersection of Bainbridge and Masonic Drive. Lincoln discussed potential calming measures for Masonic Drive. He also explained what the report looked at for the intersection of Bainbridge and Masonic Drive. He stated the intersection may warrant a four-way stop sign but a traffic light is not warranted at this time. Any modifications would need approval from PennDOT since Bainbridge Road is a state road. Borough Council did not object to the four-way stop intersection and asked for follow-up with PennDOT to occur.

New Business

1. Councilperson Shaud motioned to suspend parking meter enforcement during 2023 Holiday Season. Specifically starting on Sunday November 19, 2023 in advance of Thanksgiving and Small Business Saturday, and ending on Sunday, January 7, 2024. Councilperson McCloud seconded the motion. By unanimous vote, Borough Council suspended parking meter enforcement during the 2023 Holiday Season.
2. Borough Manager Denlinger provided an update on Elizabethtown Regional Sewer Authority's (ERSA) Lancaster County ARPA Funding Request for Radio Road Interceptor. The borough partnered with ERSA for the application. Denlinger noted the application is currently under review by the county's ARPA committee and, if acceptable, the next step would be consideration by the Board of County Commissioners.
3. Borough Manager Denlinger provided the Pension Minimum Municipal Obligation (MMO) Report. These MMO Statements are required to be submitted to Borough Council by September 30th (annually). This is one of the early steps in the FY2024 budget process. Vice-President Clark motioned to accept the Pension Minimum Municipal Obligation (MMO) Report as presented. Councilperson McCloud seconded the motion. By unanimous vote, Borough Council accepted the MMO report.

4. Borough Manager Denlinger gave an update on several planning efforts.

Lancaster County Planning is seeking feedback on the Urban Growth Area Recalibration. At the June Regional Meetings facilitated by Lancaster County Planning, the discussion centered on their analysis of buildable land and redevelopment potential in the Urban and Village Growth Areas. She added that to better understand the potential within the current growth areas, the county wants to make sure that they have a clear picture on what can or cannot be, or is, in the process of being developed or redeveloped. While their initial analysis gave them a general idea, they are seeking local knowledge to help refine their analysis and inform how much expansion of the growth areas is needed. They have generated a map with their analysis where folks can comment directly on parcels/areas on their (re)development potential: <https://growth-area-survey-lancastercountypa.hub.arcgis.com/>. OR, individuals can download and comment directly on the PDF of the Buildable Land and Redevelopment Areas map of our region and send it back to Lancaster County Planning.

Denlinger also provided an update on the Northwest Regional Comprehensive Plan. There is now a DRAFT plan to share with the community. This draft plan will be shared on the Borough's website and through social media. The next step is for our regional partners to select a date for a public hearing for the plan, which is anticipated to be held this fall. All Elizabethtown residents are encouraged to review the DRAFT plan and offer comments to Lancaster County Planning. The public comment period will extend for 2-4 weeks after the public meeting.

5. Borough staff provided an update on several items related to Community Park.

- a. The grand opening was a huge success and feedback thus far has been positive. Assistant Borough Manager Roda then thanked the following engineers, consultants, and contractors for their efforts on the design and installation of the new equipment.
 - Lancaster Civil Summary
 - YSM Landscape Architects
 - General Recreation, Inc.
 - Play for All Consulting
 - Smash My Trash - Harrisburg East
 - Willow Playworks
 - B.M. Dietrich Landscape Architecture
 - Knisely Excavating
 - BR Kreider
 - Hess Ornamental Iron
- b. Roda stated that staff has worked to receive two quotes for a permanent camera solution in Community Park. The first quote was from Verkada who offers a 5-year and a 10-year lease option and would have an additional installation cost. The second quote was from 3T Security which includes the cameras, mounting equipment and installation. Each system will require an internet connection with Verizon. The Verkada system will require more connection points than the 3T system. Borough

Council members asked about the quality of the images, if there is a maintenance contract.

It was motioned by Councilperson Shaud to continue working with 3T Security to advance the installation of cameras in Community Park. Vice-President seconded the motion. By unanimous vote, Borough Council approved working with 3T Security to advance the installation of cameras in Community Park.

- c. Borough Manager Denlinger discussed the next steps for the development of Master Site Development Plan (MSDP) for Community Park. Given their planning and design consulting work on the new playground in the park, YSM is able to be selected as the consultant for the MSDP. This would allow the borough to forgo the RFP process, following waiver approval from DCNR. She added that staff is seeking a waiver from DCNR to begin the Master Park Planning effort.
- d. Denlinger added for the Master Park Planning effort staff is suggesting Borough Council create an Ad Hoc Committee to serve as the Steering Committee for the Master Site Development Plan project. She suggested the appointment of one to two councilmembers for the committee. President Hershey suggested Tom Shaud be on the committee. Shaud did not object to the appointment.

It was motioned by Vice-President Clark, seconded by Shaud, to establish an Ad Hoc Committee to serve as the Steering Committee for the Master Site Development Plan. By unanimous vote, Borough Council approved the established an Ad Hoc Committee to serve as the Steering Committee for the Master Site Development Plan.

Borough Manager Updates

Borough Manager Denlinger stated she added this section to the agenda to be able to provide updates to Borough Council. These updates included:

- Received a thank you letter from NWEMS for the 2023 Budget contribution.
- Received information on the County C-PACE Program.
- The Lancaster County Metropolitan Planning Organization (Lancaster MPO) is seeking volunteers for its Active Transportation Advisory Committee (ATAC). The search for members will be open until Monday, October 23, 2023.

Mayor Remarks

Mayor Mummert recognized the committee that planned the Elizabethtown Fair. He also commented on the remarkable work performed by EAWA to repair the water pipe on Market Street with minimal disruption.

Council Remarks

- Councilperson McCloud thanked staff for bringing the new playground to fruition. He enjoyed watching the kids run from equipment pieces and the excitement that was expressed.
- Councilperson Moss did not have any remarks.

- Councilperson Shaud spoke briefly about the traffic study.
- Vice-President Clark thanked the public for attending.
- President Hershey stated that MESA will hold a public meeting on September 28, 2023 and encouraged the public to attend.

Adjourn

President Hershey adjourned the meeting, without objection, at 8:44 PM.

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager