

ELIZABETHTOWN BOROUGH COUNCIL
PUBLIC MEETING
September 16, 2021
Minutes

A public meeting of Elizabethtown Borough Council was held on Thursday, September 16, 2021. Borough Council members in attendance included Tom Shaud, Bill Troutman, Phil Clark, Jeff McCloud, and Vice President J. Neil Ketchum Jr. President J. Marc Hershey participated via Zoom. Also in attendance were Police Chief Ed Cunningham, Borough Manager Rebecca S. Denlinger, Assistant Borough Manager Ann Roda, Planning and Zoning Director Pamela Roberts, and Public Works Director Jeff Kinsey.

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

Public Comment

1. Bill Troutman spoke from the podium about political / personal misinformation.
2. Tim Runkle, 15 Teakwood Circle, requested Borough Council to make recordings of the meetings and/or draft minutes available immediately following meetings so the public can stay better informed. He also asked whether the use of the amphitheater on Labor Day for a political rally was done legally.

Approval of Meeting Minutes

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

1. Public Meeting – August 19, 2021
2. Work Session – September 2, 2021

Reports

1. The Financial Report and PLIGT Report were unanimously approved as submitted after a motion by Councilperson McCloud and second by Councilperson Troutman.
2. Chief Cunningham stated activity level is as expected given the time of year. He added that all three new officers have been sworn in and that positive feedback has been received on the 9/11 memorial badges that EPD officers have been wearing. Councilperson Clark asked if there were any incidents at the Elizabethtown Fair. Cunningham responded that outside of a juvenile involved fight there were no police incidents at the fair.
3. There were no questions on the Code Enforcement Report.
4. The Fire Company responded to 64 calls during the month of August, of which 30 were in the Borough, with an average response time of 5 minutes 36 seconds.
5. Northwest EMS responded to 853 calls during the month of August, of which 148 calls,

17%, were within the Borough. Year to date Northwest EMS has responded to 5,791 calls of which 883 (15.25%) were within the Borough.

6. There were no questions on the Elizabethtown Area Water Authority Report for August.
7. There were no questions on the GEARS Report.
8. Vice-President Ketchum stated that the Elizabethtown Area Community Services Authority was scheduled to meet on Tuesday, September 21, 2021 and that the August 2021 Report and 2022 GEARS budget for the property will be reviewed. There were no questions.

Old Business

1. Borough Manager Denlinger stated that all Department Budgets are well on their way to being a first DRAFT. She added that community support requests have also been received and that Chamber Executive Director Bob Price and Board of Directors President John Yoder were present to present an update on the Elizabethtown Area Chamber of Commerce.

Price and Yoder made a presentation and requested support of \$10,000 (annually to begin in FY2022) as well as a one-time fee of \$4,000 to help them retain / increase staffing to implement strategic initiatives.

Vice-President Ketchum asked council members to review the other community support requests that had been received as they begin to review draft budget material. He added that community support requests were received from the Elizabethtown Fire Department, Elizabethtown Public Library and Northwest EMS. The GEARS request would be forthcoming following the September Board Meeting.

Assistant Borough Manager reviewed projected costs of the refuse and recycling program. The projected expenses can be used in determining any changes to rates in coordination with other fees (e.g., Sewer Rates) during forthcoming budget meetings.

2. Borough Manager Denlinger reviewed the Engineer of Record Selection process. She reviewed the process of the selection process and staff was ready to recommend appointing Lancaster Civil Engineering Company. The transition would be effective the beginning of 2022, any new projects that would come in between the time of appointment and effective date would be done by Lancaster Civil and any existing projects under development would remain with Hanover Engineering until completed. Vice-President Ketchum indicated that councilmembers have additional technical questions and, since President Hershey was participating via Zoom, deferred vote until next public meeting.
3. It was motioned by Councilperson Clark and second by Councilperson Troutman to authorize the Borough Manager to enter into a contract for the sale of Credits through the Nutrient Credit Trading Program. Motioned passed unanimously.

4. Borough Manager Denlinger noted to council several administrative updates, which included: receiving from Susquehanna Municipal Trust a Safety Grant Award for 2022 to be used to purchase an AED for the Public Works Facility; the PennDOT Winter Maintenance Agreement for 2021-2022 Renewal is in place for the Borough to plow/salt certain state roads; and, following the Lancaster Inter-Municipal Committee 2021 Halloween Trick-or-Treat will be on Friday, October 29, 2021 from 6:00 PM – 8:00 PM, regardless of weather conditions.

New Business

1. Planning and Zoning Director Roberts reviewed a Zoning Hearing Board (ZHB) application for 1605 S Market Street (Market Street Square Shopping Center). The applicant for 1605 S Market Street withdrew their previously submitted ZHB application after retaining legal counsel. With the resubmission the applicant is seeking variances at 1605 S Market Street to subdivide the property into four separate lots, which would allow for potential development. The application is relative to Chapter 27, Part 10, §1009 “Lot Area, Lot Width and Impervious Coverage Regulations”, Chapter 27, Part 10, §1010 “Setback Regulations”, Chapter 27, Part 13, §1321.4 “Special Yard, Lot and Screening Requirements”, Chapter 27, Part 16, §1604 “Design Standards”, and Chapter 27, Part 16, §1607.2.C “Design and Layout of Off-Street Loading Facilities” of the Zoning Ordinance. Roberts added that the application will be before the Zoning Hearing Board on October 4th at 7pm.

Councilmembers had questions on shade trees and stormwater management and stormwater flow but noted that those questions could be asked if a formal subdivision plan were submitted. Borough Council took no position on the application.

2. Planning and Zoning Director Roberts reviewed a Zoning Hearing Board (ZHB) application for 300 Groff Avenue. The applicant is seeking a variance and special exception approval at 300 Groff Avenue to establish a nonconforming mixed-use hair salon and residential use as a substitute for a nonconforming mixed-use insurance office and residential use in the R-1 Low-Density District. Roberts added that will be before the Zoning Hearing Board on October 4th at 7pm.

Councilmembers had questions on the volume of sewage generated based on the type of the proposed business. Borough Council took no position on the application. Council did request that an additional EDU be required for the parcel based on the proposed business or the proposed business should show justification that the additional EDU is not required.

Bills Payable

Motioned by Councilperson McCloud, seconded by Councilperson Troutman, to approve the list of monthly bills as presented:

General Fund	\$196,762.52
Sewer Fund	\$94,390.76
Capital Reserve Fund	\$8,025.91
Train Station Fund	\$1,723.04
Subdivision Escrow Fund	\$4,294.21
Health Insurance Fund	\$1,589.89

Motioned passed unanimously.

Vice-President Ketchum announced Borough Council will hold an Executive Session following the meeting concerning an Elizabethtown Police Department personnel matter.

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

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager