

**ELIZABETHTOWN BOROUGH COUNCIL**  
**REGULAR MEETING**  
**October 20, 2016**  
**Minutes**

The regular meeting of Elizabethtown Borough Council was held on Thursday, October 20, 2016 at 7:00 p.m. at the Borough Office. Present were Councilmembers Phil Clark, J. Neil Ketchum, Jr., Jeff McCloud, Tom Shaud, Dr. C. Dale Treese and J. Marc Hershey. Also present were Borough Manager Roni Ryan, Assistant Borough Manager Cindy Foster, Public Works Director Wayne Devan, Planning & Zoning Director Rodney Horton, Police Chief Jack Mentzer, and Mayor Chuck Mummert.

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

1. Conditional Use Hearing—September 15, 2016
2. Regular Meeting—September 15, 2016
3. Work Session Meeting—October 6, 2016

**Public Comment**

1. **Robert Yahara, 207 Masonic Drive**, expressed thanks to Borough Council and staff for their local government service. He also noted the Communities that Care town hall meeting concerning the dangers of heroin addiction last night went very well.

**Reports**

1. The Financial Report was unanimously approved after a motion by Clark, second by McCloud.
2. The Code Enforcement Report was provided as an informational item.
3. The Fire Company responded to 70 calls during the month of September, 24 of which were in the Borough, with an average response time of 6 minutes 55 seconds.
4. Northwest EMS had no report.

**Old Business**

1. Amphitheater Renovation Project Discussion—**Chris Brown of Derck & Edson** provided four design options for Council to consider. After much deliberation it was agreed that the simplest design for the front of the structure would be pursued which would reduce long-term maintenance while allowing ground plantings on either side of the steps. A discussion of costs revealed that the estimate of \$162,292 includes drainage remediation. Brown outlined the timeline noting the goal is to begin construction after Arts in the Park and the Memorial Day Parade with a completion date in late July/early August.
2. Elizabethtown Industrial Development Authority (IDA) Appointment—Ryan reported that one candidate had expressed interest but upon further consideration withdrew the application due to a potential work conflict. Hershey asked help to spread the word that anyone interested in serving on the IDA should contact staff.
3. Bed and Breakfast Ordinance Update—Ryan noted that the subcommittee held one meeting to date and is planning another in the near future which will be open to the public. She promised a report at the next Council meeting.
4. School Resource Officer Update—Mentzer reported that the school district has conducted a second round of interviews and we are currently waiting for a decision.
5. Penn DOT Highway Occupancy Permit (HOP) for Market Street—Ryan outlined the timeline for Penn DOT's Market Street resurfacing project noting work is expected to begin in April and conclude in May of 2017. She reviewed the HOP requirements for curb, sidewalk, and ADA-compliant ramp work estimated at \$172,173 that will need to be done prior to the paving project.

Discussion ensued on the added costs and requirements associated with the HOP that residents will face because Market Street is a state highway. It was agreed that the Borough will undertake this work on behalf of the residents and share costs by invoicing for approximately \$63,329 which is what the project would cost were it done on a local road. The Borough would cover the additional \$108,844 and also give residents a one-year grace period for reimbursement.

Ryan also reported that Penn DOT plans to include the bridge on North Market Street at Mechanics/Winnemore Alleys in the 2017 resurfacing project but will return in 2018 to repair the bridge. It is staff's goal to complete required utility work before the 2017 resurfacing. Any capacity issues will be addressed during this work which will have to be budgeted for in 2017 and contracted out. Ryan stated she expects a cost estimate from HRG in the morning and will include this expense for discussion as part of the 2017 budget process.

### **New Business**

1. Motion by Ketchum, second by Clark, to approve advertisement of an ordinance instituting parking restrictions and regulations on a portion of East High Street adjacent to the Elizabethtown Area School District campus. Motion carried unanimously.
2. Motion by McCloud, second by Shaud, to approve Resolution 2016-15 authorizing disposal of certain records in accordance with the schedule as set forth in the Municipal Records Manual approved on December 8, 2008. Motion carried unanimously.

3. Motion by Ketchum, second by McCloud, to approve requisitions for the Elizabethtown Pedestrian & Bicycle Pathway Phases III-IV Project payable to Jay Fulkroad & Sons, Inc. as follows:

Requisition #001.....	October 5, 2016 .....	\$50,438.03
Requisition #002.....	October 7, 2016 .....	\$34,141.83

Motion carried unanimously.

### **Bills Payable**

Motion by McCloud, second by Ketchum, to pay the bills as presented:

General Fund.....	\$946,737.66
Sewer Fund .....	\$109,593.56
Capital Reserve Fund .....	\$16,226.02
Subdivision Escrow Fund .....	\$317.38
Parks Fund .....	\$8,055.13

Motion carried unanimously.

Following a motion by Shaud, second by Clark, the meeting unanimously adjourned at 8:04 p.m.