

**ELIZABETHTOWN BOROUGH COUNCIL**  
**WORK SESSION**  
**October 6, 2016**  
**Minutes**

Elizabethtown Borough Council held its monthly work session meeting on Thursday, October 6, 2016, at 7:00 p.m. at the Borough Office. Present were Councilmembers Phil Clark, J. Neil Ketchum Jr., Jeff McCloud, Tom Shaud, and J. Marc Hershey. Dr. C. Dale Treese was absent. Also present were Borough Manager Roni Ryan, Assistant Borough Manager Cindy Foster, Planning & Zoning Director Rodney Horton, Public Works Director Wayne Devan, Police Chief Jack Mentzer, and Mayor Chuck Mummert.

**Public Comment**—None

**Council heard the following informational reports:**

**1. Administration**

- a. Market Street Resurfacing Project
  - i. Penn DOT Highway Occupancy Permit (HOP)—Ryan explained that the Borough has applied for and received the HOP for curb, sidewalk, and ADA ramp replacements required of individual property owners on Market Street prior to Penn DOT's 2017 paving project. She reported that as Market Street is a state highway, the HOP included requirements for preconstruction meetings with each property owner, certification of materials, inspections, and as-builts for the ADA ramps once construction is complete. There are approximately 30 ramps and property owners affected; the estimated cost is \$3,000 to \$5,000 per ramp. Discussion ensued on the possibility of alleviating some of the administrative burden for residents by bidding the ramp work as one project as well as creating a cost-sharing arrangement between property owners and the Borough. Staff will research options for further discussion at the October 20<sup>th</sup> meeting.
  - ii. Shared Bicycle Markings—As Market Street is a designated state bicycle route, staff requested that Penn DOT include "share the road" sharrows as part of its paving project in 2017. Ryan noted the request was approved and clarified that parking on Market Street will not be affected in any way.
- b. Budget Discussion—Sewer Rates—Ryan reviewed the history of past sewer rate increases noting that several large capital purchases are planned in upcoming budget years. As part of the 2017 budget process, she requested that Council consider whether or not there is a need for a rate increase next year in order to ensure availability of funding in the future as these capital projects are addressed.
- c. Chamber of Commerce Update—Ketchum reported that the Downtown Business Subcommittee met last Friday to consider opportunities for an ongoing partnership with Borough Council. The Subcommittee will be submitting a letter of request for funding prior to finalization of the 2017 budget.
- d. IDA Vacancy—Regardless of prior outreach efforts through social media and the Borough's website, a vacancy continues to exist on the Industrial Development Authority. Applications to fill this seat will again be solicited with a deadline of October 17<sup>th</sup> in anticipation of an appointment at the October 20<sup>th</sup> meeting.
- e. EAWA Update—McCloud reported that the Authority Manager transition has gone smoothly.
- f. AirBnB Update—Hershey reported that the subcommittee to study possible regulation of these types of establishments in the Borough will be meeting prior to October 20<sup>th</sup> and that continuing updates will be provided to the public.

## **2. Police Department**

- a. Mentzer reviewed the police department's monthly report.
- b. East High Street Parking Restrictions—Mentzer provided a history of the traffic problems on East High Street near the School District campus in conjunction with drop-off and pick-up during school days. He suggested a three-prong approach to address the problems to include raising public awareness, restricting left-turns in the morning and afternoons, and prohibiting parking on the south side of East High Street when school is in session. Mentzer requested consideration of a resolution instituting these restrictions on a temporary basis until an ordinance can be adopted.

### **Action Item:**

Motion by Ketchum, second by Shaud, to approve Resolution 2016-14 for temporary parking and traffic regulations for a portion of East High Street. Motion carried unanimously.

- c. SRO Update—Mentzer reviewed the history of the School Resource Officer (SRO) program and cost-sharing agreement with the Elizabethtown Area School District (EASD). He also outlined the timeline and the extensive amount of work undertaken to plan for replacing the current SRO who will be retiring in January. Two officers have applied to fill this vacancy, and both applications were submitted to the School District for consideration. Mentzer reported that he received a phone call from EASD in late September, after submittal of the applications, advising the search has been expanded and the job title/description has been changed to School Police Officer (SPO) with limited arrest authority. Mentzer highlighted his many concerns with this change and expressed his feeling that this action will take us backwards 10 years relative to community/police/student relations. He stressed that an undue burden will be placed on the department when police resources are pulled from the community to cover things the SPO will be unable to handle. Mentzer reported that the police union supports the SRO position and that they sent a letter to the School District on October 4<sup>th</sup> outlining their concerns. EASD responded on October 6<sup>th</sup> providing the first written notice of its plans. Council voiced disappointment with EASD's approach and lack of communication and expressed a hope that further discussions would occur before a final decision is made.

**Carol Witmer, 129 North Maple Street**, commended Mentzer for the time, effort, and hard work he has put into the SRO program.

After a motion by Clark, second by McCloud, the meeting was unanimously adjourned at 8:13 p.m. whereupon Council entered Executive Session to discuss a real estate matter.