

ELIZABETHTOWN BOROUGH COUNCIL
PUBLIC MEETING
October 7, 2021
Minutes

A public meeting of Elizabethtown Borough Council was held on Thursday, October 7, 2021. Borough Council members in attendance included Tom Shaud, Bill Troutman, Phil Clark, Jeff McCloud, Vice President J. Neil Ketchum Jr., and President J. Marc Hershey. Also in attendance were Police Chief Ed Cunningham, Borough Manager Rebecca S. Denlinger, Assistant Borough Manager Ann Roda, and Planning and Zoning Director Pamela Roberts. Mayor Mummert was absent from the meeting.

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

Public Comment

1. Howard “Hob” Kroesen thanked Borough Council for the recent Vincent O'Connor Award. He stated he was humbled and honored with the award.

Approval of Meeting Minutes

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

1. Public Meeting – September 16, 2021

Old Business

1. Mr. John E. Barnhill introduced himself and shared a bit of his background with Borough Council. He stated he has experience in the construction trades and some experience with land development. It was motioned by Vice-President Ketchum, seconded by Troutman, to appointment John E. Barnhill to serve as an Alternate to the Zoning Hearing Board. Motion passed unanimously.
2. Borough Manager Denlinger stated that following the RFP/Proposal submissions, Interview process, and subsequent conversations between members of the Selection Committee, the recommendation is for Borough Council to consider appointing Lancaster Civil Engineering Company as Elizabethtown Borough’s next Engineer of Record. It was recommended the appointment be set to go in to effect immediately, as discussed at the previous Borough Council meeting. The contract length can be for a two-year period and include a provision that Borough Council can revisit the decision, if desired, after reorganization in January 2022. Denlinger added that staff is recommending that Hanover Engineering be retained for the completion of current land development approvals already in process to keep the continuity of the review process in place.

It was motioned by Councilperson McCloud, seconded by Councilperson Troutman, to appoint Lancaster Civil Engineering Company as Elizabethtown Borough's next Engineer of Record. Motioned passed unanimously.

3. Borough Council received a third quarter review of the Borough's FY2021 Budget. Borough Manager Denlinger stated that there were no areas of great concern through the third quarter in terms of revenues or expenditures. There were no questions from Borough Council.
4. Borough Manager Denlinger presented an updated Budget Calendar. The updated calendar outlines that a full budget can be discussed on October 21st and tentatively indicates a special budget meeting on Thursday, October 28th at 6PM (as advertised). There were no questions on the updated calendar.

Denlinger also presented a draft project list from the Capital Improvement Plan for the Borough's Waste Water Treatment Plant and Conveyance/Collection System. President Hershey asked about Radio Road Interceptor project and if it is for size or bottleneck. Assistant Borough Manager Roda responded that it is to correct capacity issues of the line and will improve the life of the asset. President Hershey asked about the rate study. Denlinger responded that HRG will have the final report to the borough the following week. She added that the rate study and capital improvement plan for the wastewater treatment plant will be provided to borough council. For the Capital Improvement Plan councilmembers also discussed Hickory Lane, Funfort, Free Lot improvements and bridge maintenance.

Denlinger also reviewed the potential costs for the design of renovations at Hanover Street Complex and Plum Street property and presented the Pension Minimum Municipal Obligation (MMO) calculations for FY22. For the design renovations Vice-President Ketchum asked for more information and a visual of the potential renovations. There were no questions on the MMO calculations. Denlinger noted that the MMO calculations will be incorporated into the draft FY22 budget. There was also a brief discussion of the Vehicle Replacement Program. President Hershey requested that a comparison be done that shows the net costs for the existing program and the presented revision. Vice-President Ketchum asked for more information on motivation or reasoning for revising the replacement program.

Borough Council concluded the agenda item by discussing the funding requests from Community Organizations; including the request from the Fire Department for the Borough to allocate funds to establish a Capital Reserve Fund for future capital needs and NWEMS to increase funding level. A draft resolution was presented to establish a Capital Reserve Fund for the Fire Department; however, it was tabled for a future meeting. There was no disagreement with increasing the funding level for NWEMS.

New Business

1. It was motioned by Councilperson Clark, seconded by Councilperson Troutman, to approve an agreement with Elizabethtown College regarding the installation of a pedestrian pathway by Kiwanis Blvd into Mount Joy Township. Motion passed unanimously.
2. It was motioned by Councilperson Shaud, seconded by Councilperson Troutman, to approve a request from Richard Breault to allow for the donation of funds to purchase a new scoreboard for the softball field at Elizabethtown Community Park. Motioned passed unanimously.

In his overview of the project Mr. Breault stated that he will also arrange for the installation of the scoreboard at no expense to the Borough. He added that installation would be completed by local businesses and signage would be added to the base of the scoreboard recognizing the donation. President Hershey asked Borough Manager Denlinger to reach out to the Athletic Director on the signage to ensure it is not in conflict with EASD's signage efforts.

Agenda item was reordered to allow for Mr. Breault to speak earlier in the meeting items.

3. It was motioned by Councilperson McCloud, seconded by Councilperson Troutman, to deny a request to waive late fees for property located at 640 S Peach Alley. Motion passed unanimously.
4. It was motioned by Vice-President Ketchum, seconded by Councilperson Troutman, to approve a 24-month contract for Natural Gas with IGS (Interstate Gas Supply, Inc.) Motion passed unanimously.
5. It was motioned by Vice-President Ketchum, seconded by Councilperson Clark, to approve a one-year contract execution for biosolids hauling with Republic Services. Motion passed unanimously.
6. It was motioned by Councilperson Clark, seconded by Councilperson Troutman, to approve Resolution 2021-06 to update the Borough's Fee Schedule. Motioned passed unanimously.
7. It was motioned by Vice-President Ketchum, seconded by Councilperson McCloud, to approve Change Order No. 1 for the Elizabethtown Scour Critical Bridge Rehab Project that included a two-week extension to complete the work at North Poplar Street and encasing the exposed water and sewer lines that run underneath the bridge. Motioned passed unanimously.

Resident Richard Sheidy asked if EAWA was in agreement with encasing the water line. Denlinger responded that Executive Director Becker was onsite when the encasing was discussed and raised no concerns.

8. It was motioned by Councilperson Shaud, seconded by Councilperson Troutman, to approve the suspension of parking meter enforcement in downtown Elizabethtown from November 19, 2021 through January 2, 2022. Motioned passed unanimously.

President Hershey announced Borough Council would hold an Executive Session following the meeting concerning a personnel matter.

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

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager