

ELIZABETHTOWN BOROUGH COUNCIL
PUBLIC MEETING
October 21, 2021
Minutes

A public meeting of Elizabethtown Borough Council was held on Thursday, October 21, 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, Finance Assistant Kim Leverentz, Public Works Director Jeff Kinsey 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

There was no public comment.

Approval of Meeting Minutes

After a motion by Councilperson Troutman, second by Councilperson Shaud, minutes of the October 7, 2021 Public Meeting were unanimously approved.

Reports

1. The Financial Report and PLIGT Report were unanimously approved as submitted after a motion by Councilperson Clark and second by Councilperson Troutman.
2. Chief Cunningham stated activity level is as expected given the time of year. He added that officers will be participating in Beards for Brothers during the month of November.
3. There were no questions on the Code Enforcement Report.
4. The Fire Company responded to 105 calls during the month of September, of which 50 were in the Borough, with an average response time of 6 minutes 13 seconds.
5. Northwest EMS responded to 925 calls during the month of September, of which 182 calls, 19.7%, were within the Borough. Year to date Northwest EMS has responded to 6,719 calls of which 1,065 (15.9%) were within the Borough.
6. There were no questions on the Elizabethtown Area Water Authority Reports for August and September.
7. There were no questions on the GEARS Report.
8. There were no questions on the Elizabethtown Area Community Services Authority Report.

President Hershey moved new business before old business on the agenda to allow representatives for the Elizabethtown Church of the Brethren to present their request prior to Borough Council discussing the Fiscal Year 2022 Budget.

New Business

1. Barry Garman representing Elizabethtown Church of the Brethren provided an update to Borough Council on the addition project. Garman requested a one-year time extension for the Elizabethtown Church of the Brethren conditional use approval.

President Hershey asked about the timeline for construction to which Garman responded that Spring construction is anticipated. President Hershey asked why an extension is needed and if the extension must be a full year or reduced to the Spring. Planning and Zoning Director Pam Roberts responded that the zoning ordinance requires that a permit be issued within 12 months from the date of conditional use approval and that Borough Council could select a different timeframe for an extension.

It was motioned by Councilperson Clark, seconded by Councilperson Troutman to extend the October 15, 2020 Conditional Use approval for one year. Motioned passed unanimously.

2. Assistant Borough Manager Ann Roda provided an update on Winter Maintenance. It was stated that Elizabethtown Borough sought proposals to supplement its snow plowing operations for the 2021-2022 through 2023-2024 winter seasons. No proposals were received. Public Works staff are reaching out to local contractors in an effort to receive proposals. Without a contractor to assist with snow plowing, any street clearing will take longer.

President Hershey asked how much snow plowing a contractor completes. Public Works Director Jeff Kinsey responded that a contractor assists with half of the snow plowing in the borough.

3. Borough Manager Denlinger stated that the Marriage Hub, located at 18 N. Market Street, has requested that the borough consider removing two trees on Market Street. The request stated that the trees are currently blocking the historic marquee. Borough council members discussed the replacement of the marquee, the character of the streetscape, how the trees are cut by PPL, and the precedence the request may mean for other street trees within the central business district.

It was motioned by Vice-President Ketchum, seconded by Councilperson Troutman, to table the request until council members have time to evaluate the trees and staff can follow-up with the Marriage Hub on a commitment to improve the marquee. Motioned passed unanimously.

Old Business

1. Borough Manager Denlinger stated that for review and discussion, a draft version 1 of the General Fund and Sewer Revenue Fund were provided. She added that the version 1 is a working draft and revisions will continue to be made based on council's review.

Vice-President Ketchum asked for a visual of ARPA funds as revenue and expenditures and the funds pulled as unappropriated. Denlinger responded that a handout had been developed for this request. Ketchum asked about the modifications showing for the Health Insurance Fund and now showing it as an appropriated balance. Denlinger responded that the changes reflect the most recent Financial Policies adopted by Borough Council and added that staff are working to obtain guidance from the auditors related to OPEB liability. Ketchum added that there may be a need to review the Financial Policies to clear up semantics in wording. Councilperson Troutman asked if the Health Insurance Fund balance could be closed out prior to the end of the year to provide a better comparison.

President Hershey asked councilmembers to review the current drafts and be ready to discuss sewer and trash rates at the next scheduled meeting. President Hershey then asked if there was an objection to change the beginning time of the meeting to 7 p.m. rather than 6 p.m. on October 28, 2021. There were no objections to the adjustment.

Bills Payable

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

General Fund	\$977,614.45
Sewer Fund	\$103,556.41
Liquid Fuel Fund	\$254,608.74
Train Station Fund	\$1,523.90
Subdivision Escrow Fund	\$1,959.26
Health Insurance Fund	\$139,037.17

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 Ketchum, the meeting was adjourned at 8:30 p.m.

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager