

ELIZABETHTOWN BOROUGH COUNCIL
REGULAR MEETING
November 15, 2018
Minutes

The regular meeting of Elizabethtown Borough Council was held on Thursday, November 15, 2018 at 7:00 p.m. at the Borough Office. Present were Councilmembers, Bill Troutman, Tom Shaud, J. Neil Ketchum, Jr., J. Marc Hershey, Phil Clark, and Jeff McCloud. Also present were Borough Manager Roni Ryan, Assistant Borough Manager Ann Roda, Chief Cunningham, and Mayor Chuck Mummert.

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

Public Comment

There was no public comment.

Approval of Minutes

After a motion by Shaud, second by Troutman, minutes of the following meetings were unanimously approved:

1. Regular Meeting – October 18, 2018
2. Work Session Meeting – November 1, 2018

Reports

1. The Financial Report was unanimously approved after a motion by Clark and second by McCloud.
2. There were no questions on the Code Enforcement report.
3. The Fire Company responded to 56 calls during the month of October, 25 of which were in the Borough, with an average response time of 8 minutes 22 seconds.
4. Northwest EMS responded to 1116 Borough calls during the month of October bringing the year-to-date total for Borough calls to 1106.

Old Business

1. It was motioned by Clark, seconded by Troutman, to approve Ordinance 988 to authorize and direct incurring of non-electoral debt through the issuance of General Obligation Note, Series of 2018 in the maximum principal amount of \$2,848,000 for the purpose of providing funds to finance certain capital projects including the design, planning, construction and equipping of a public works facility.

Prior to the vote, Chris Gibbons with Concord Public Financial Advisors Inc. reviewed the financing following the November 1, 2018 meeting. Donna Kreiser and Erica Coser, both with McNees, Wallace & Nurick LLC, noted that bond counsel had reviewed the ordinance and were present if there were questions. Borough Council had no questions.

The motion carried unanimously via roll call vote.

2. It was motioned by Ketchum, seconded by Clark, to conditionally approve, pending fire company approval, a proposal for architectural services from Buchar Horn, Inc. The architectural services would be to conduct a feasibility study and develop an initial statement of probable costs regarding 171 N. Mount Joy Street as a shared location for the Elizabethtown fire company and the Elizabethtown Borough police department.

Councilmember Shaud noted concerns on the shared location due to available space for adding to the existing fire station and combining the services of fire and police.

Councilmember Clark suggested moving forward with the proposal as it would provide additional options to consider and address the questions on available space. Several Councilmembers commented on the cost of the proposal but noted that for the cost, and that the costs would be shared, the feasibility study should be conducted.

Three members of the Elizabethtown fire company, Dave Shriner (Chief), Jeremy Shaffner (President) and Todd Hooper (Trustee) were in attendance and commented that the combined space would allow for better training opportunities and cohesive on-scene presence. It was also noted that there would need to be separate areas for both services due to state and federal laws. The fire company also stated that they are looking forward to infrastructure and space needs for the existing building and this feasibility study would include that component which would reduce the need for an additional study to be completed.

Motion carried unanimously. President Hershey abstained.

New Business

1. For the proposed 2019 Budget for all funds and accounts, it was motioned by Clark, seconded by McCloud, to adopt the Proposed 2019 Budget as the official draft for public review and comment. Related to the proposed 2019 budget, it was approved by Shaud, seconded by Clark, to advertise an ordinance proposing a maximum tax millage rate of 4.8 mils for consideration for 2019. Motions carried unanimously.
2. It was motioned by Ketchum, seconded by McCloud, to approve Resolution No. 2018-13 updating the Borough's Financial Policies.

Councilmember Ketchum suggested that Borough Council review the Borough's Financial Policies before the 2020 budget is proposed. Councilmember Clark agreed and President Hershey noted the review could start in the summer of 2019.

Motion carried unanimously.

3. It was motioned by Clark, seconded by Troutman, to approve Resolution No. 2018-14 updating the Borough's Fee Schedule effective January 1, 2019.

Borough Manager Ryan noted that the revisions update the fees for right-to-know copies, establishes a fee for lost parking permits and increases the annual trash and recycling fee to \$216.

Motion carried unanimously.

4. It was motioned by Ketchum, seconded by Clark, to approve an agreement with the Elizabethtown Regional Sewer Authority to address all wastewater issues relating to wastewater conveyance and treatment capacity and the allocation of construction, operation, maintenance and administrative costs for these services.

Borough Manager Ryan identified for council that this agreement folds all previous agreements into one and brings the agreement up to date for reimbursement costs and clarify how capital projects occur.

Motion carried unanimously.

5. Borough Manager Ryan provided an update on the permit application that has been submitted for the Borough's MS4 (Municipal Separate Storm Sewer System) permit. The Borough and the Borough engineer is awaiting guidance from PADEP on parsing. Extensions for the existing permit continue to be requested until the new permit is authorized by PADEP.
6. It was motioned by McCloud, seconded by Troutman, to approve Resolution No. 2018-15 updating the Borough's Right-to-Know Law Policy.

Borough Manager Ryan noted that the revisions were made to ensure the Borough's right-to-know policy is in line with guidance from the Office of Open Records.

Motion carried unanimously.

7. It was motioned by McCloud, seconded by Troutman, to approve payment in the amount of \$366,719.62 to eciConstruction, LLC for work performed on the Elizabethtown Public Works Garage (Invoice No. 30.18062.1). Motion carried unanimously.

Bills Payable

Motion by Ketchum, second by Troutman, to pay the bills and budgeted transfers as presented:

General Fund.....	\$215,214.59
Sewer Fund	\$857,863.02
Capital Reserve Fund.....	\$8,424.60
Construction Fund.....	\$370,316.25
Train Station Fund	\$1,474.03
Subdivision Escrow Fund	\$2,803.25
Parks Fund	\$157.99

It was noted that the approved payment to eciConstruction, LLC is included in the amount listed for the Construction Fund. Motion carried unanimously.

Adjourn

Following a question from Borough Manager Ryan, President Hershey noted that the budget meeting scheduled for December 4, 2018 was not needed and would be cancelled. President Hershey also announced that following the adjournment of the meeting Council would hold an Executive Session to discuss a personnel matter.

Following a motion by Clark, second by McCloud, the meeting unanimously adjourned at 7:51 p.m.

Respectfully Submitted,

Roni Ryan
Borough Manager