

**ELIZABETHTOWN BOROUGH COUNCIL**  
**WORK SESSION MEETING**  
**November 5, 2020**  
**Minutes**

The regular meeting of Elizabethtown Borough Council was held on Thursday, November 5, 2020. Present were Council members Bill Troutman, Tom Shaud, J. Neil Ketchum Jr., J. Marc Hershey, Phil Clark and Jeff McCloud. Also present were Borough Manager Rebecca S. Denlinger, Assistant Borough Manager Ann Roda, Police Chief Ed Cunningham, Planning and Zoning Director Pam Roberts and Mayor Chuck Mummert.

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

Public Comment

There was no public comment.

Administration

1. Planning and Zoning Director Roberts provided an update on the traffic signal at Linden Avenue and N. Market Street. She stated that the Vision Group received initial feedback from PennDOT regarding their application for improvements at the intersection. PennDOT has indicated that two PennDOT permits will be needed. The first is a traffic signal permit, for which the Borough is the applicant and what was previously approved by Council; and two a Highway Occupancy Permit (HOP) for the curbing, paving, sidewalk, ADA curb ramps, etc. As part of their review, PennDOT is requiring the Borough to be the applicant for the HOP application in addition to the traffic signal permit. Roberts added that the Borough Solicitor had reviewed the request and suggested that a new agreement between Vision Group and Elizabethtown Borough be drafted specific to the second application. Elizabethtown Borough and Vision Group will have two separate agreements related to each PennDOT application. Vision Group's attorney has prepared a new agreement, which has been reviewed by the Borough Solicitor. Roberts also clarified that Elizabethtown Borough will be the applicant for both PennDOT permits but the developer will be responsible for all costs and improvements to the intersection.

It was motioned Ketchum, seconded by Shaud, to authorize the execution of the PennDOT HOP permit application and for the Borough Manager to sign the Agreement regarding the application for an HOP. Motioned passed unanimously.

2. Borough Manager Denlinger stated that similar to previous years the Downtown Business Committee is requesting to bag parking meters during the holiday shopping season. She added that staff is recommending that Borough Council allow for the meters to be bagged starting November 14, 2020 through January 3, 2021. That way it is in place in advance of Small Business Saturday and throughout the entire holiday season.

It was motioned by Clark, seconded by Troutman, to authorize the suspension of downtown parking meters starting November 14, 2020 through January 3, 2021. Motion passed unanimously.

3. Borough Manager Denlinger stated that the GEARS agreement is going before all three GEARS municipal partners in the month of November. West Donegal Township would discuss on November 9, 2020 and Mount Joy Township would consider on November 16, 2020. Councilmember Ketchum added that most of the comments from councils last discussion were taken into account with the revised agreement. He added that GEARS would be handling maintenance but would be tracked separately and the Elizabethtown Area Community Services Authority Memorandum of Understanding would be for the maintenance of the building and property. Denlinger added that Barry Garman and Hob Kroesen were in attendance to discuss and answer questions on the Memorandum of Understanding (MOU) between GEARS and Conoy Township that had been developed.

It was motioned by Clark, seconded by Troutman, to approve and execute the GEARS agreement. Motion passed unanimously.

Mr. Garman explained that the MOU between GEARS and Conoy Township is the outcome of several informal meetings held with Steve Mohr and Kathy Hipple from Conoy Township and Hob Kroesen and Garman representing GEARS. The purpose of the MOU was to open dialog with Conoy to explore the possibility of them considering becoming a participating member of GEARS in the future. The MOU will be in place for one year with Conoy becoming an "associate" member and the ability for Conoy to appoint three persons to represent their position, concerns and needs regarding recreation in Conoy Township. One representative would be appointed to each of the three committees of the GEARS Board, Program, Property and Finance. Garman explained that the MOU between GEARS and Conoy was presented to the GEARS Board on September 28 and was approved. It was forwarded to Conoy for review by the Board of Supervisors. They reviewed it on October 9 and voted to accept the MOU subject to an item on rate charged for resident participation. The original MOU was revised with all remaining items as previously stated and dated October 26, 2020 which was approved by the GEARS Board on October 26. Garman added that there was discussion of the GEARS budget and the capital improvement/maintenance contribution. Conoy, as part Owner in the Authority, had indicated responsibility of the equal share of the capital improvement/maintenance contribution. Mr. Kroesen added that if Conoy were to become a member again of GEARS the agreement that was approved by borough council would be revised to reflect the revised structure.

Councilmember Ketchum asked if the three GEARS municipal partners would also sign the MOU between GEARS and Conoy to show support for the agreement. Councilmember Clark thanked Garman and Kroesen for their initiative and the regional cooperation shown. Kroesen responded to Ketchum's question that signature lines for the GEARS municipal partners could be added.

It was motioned by Ketchum, seconded by Clark, to acknowledge the MOU and Conoy Township as an Associate Member of GEARS. Motioned passed unanimously.

4. Borough Manager Denlinger provided an update on the Elizabethtown Area Community Services Authority Memorandum of Understanding. She added that the primary goal is to update the GEARS-Authority Lease Agreement so the maintenance funding is split equally amongst the four municipalities that comprise the Authority and maintenance of the property and building would be with the Authority.

Councilmember McCloud asked if the amount for maintenance was incorporated into the draft 2021 budget. Denlinger responded that the amount was in the draft budget.

It was motioned by Ketchum, seconded by McCloud, to approve the Elizabethtown Area Community Services Authority Memorandum of Understanding. Motioned passed unanimously.

5. Borough Manager Denlinger noted to council that the draft budget includes minor revisions following the budget discussion on October 22, 2020. She suggested that this version be considered the Proposed Fiscal Year 2021 Budget. President Hershey asked about the unappropriated balance in the current draft. Denlinger responded that prior to adoption of the budget Borough Council can approve transfers.

Councilmember Ketchum asked if there would be revised numbers from the County for LST and EIT. Denlinger responded that there was a call with the County and that numbers are continuously being updated but would not anticipate much change from what is currently in the draft. Ketchum then asked about revised projections for 2020 regarding utility payments. Kim Leverentz, Finance Assistant, responded that sewer rates should be what was budgeted and trash rates should be close.

Denlinger asked how Borough Council would want to handle the waiving of penalties for utility billing. She added that the declaration remains in effect until the Governor rescinds his declaration or Borough Council rescinds theirs. It was also clarified that the waiving of penalties would be for utilities not property taxes. Councilperson Shaud suggested that the penalty be re-evaluated in 2021. President Hershey asked for this topic to be an agenda item for January.

It was motioned by Ketchum, seconded by Clark, to adopt the current draft as the Proposed Fiscal Year 2021 Budget and advertise it for public comment. Motion passed unanimously.

Denlinger asked if council still wanted to hold the scheduled budget meeting on November 12, 2020. President Hershey responded that it would be cancelled.

President Hershey asked council about the borough's millage rate. Councilmember Clark suggested keeping the rate the same as 2020. Councilmembers Ketchum and Troutman discussed future projects related to 56 N. Market Street and Hickory Lane and the need to be able to plan financially for future projects. Councilmember Shaud agreed with Clark that the rate should remain as it is in 2020 and a discussion for next year. Councilmember McCloud discussed the purchase of 56 N. Market Street and the need to continue to evaluate options and maintain the building. President Hershey summarized the discussion and that the millage rate would not be changed for 2021.

6. There was discussion of the draft Resolution 2020-X regarding updates to the proposed fee schedule. Assistant Borough Manager Roda stated that updates suggested were for the fee for Zoning Hearing Board to cover legal costs associated with the applications, adds staff and equipment fees and clarifies fees associated with construction permits. President Hershey questioned the description of the fingerprinting fees and fire alarm fees and the sequence outlined and the associated fees. He also asked if the SPCA fees were accurate.

Councilmember Ketchum asked about rental of the train station and suggested removal. Chief Cunningham responded that SPCA fees were updated in 2020 and did not need to be adjusted. He added that the language for fingerprinting and fire alarms would be evaluated and adjusted as appropriate. Roda added that revisions would be reviewed for the train station.

7. Borough Manager Denlinger discussed a recommendation from staff to have a temporary closure of a portion of Aspen Alley (between S. Cherry Alley and Scott Alley) to aid in the initial phase of site work at the Community Place on Washington, Phase II Project. Councilmember Shaud asked about the church and need to access the cemetery for funerals. President Hershey asked about the alley usage by residents. Councilmembers Troutman and Shaud separately added that the alley is frequently used by residents. It was suggested that the closure end at the parking lot east of Aspen Alley.

It was motioned by Clark, seconded by Troutman, to approve the temporary closure of Aspen Alley from the parking lot East of Aspen Alley to Scott Alley to aid in the initial phase of site work at the Community Place on Washington, Phase II Project. Motion passed unanimously.

#### Police Department

1. Chief Cunningham stated that the collection of job applications closes on Friday, November 6, 2020. He also added that officers are again participating in Beards for Brothers, a no-shave campaign, during the month of November to raise awareness for cancer. Proceeds generated from Beards for Brothers will go to two recipients who are currently battling Cancer, or provide care to those battling cancer.

After a motion by Troutman, seconded by McCloud, the meeting was adjourned at 8:20 p.m.

Respectfully Submitted,

Rebecca S. Denlinger  
Borough Manager