

ELIZABETHTOWN BOROUGH COUNCIL
PUBLIC MEETING
November 16, 2023
Minutes

A public meeting of Elizabethtown Borough Council was held on Thursday, November 16, 2023. Present were Councilmembers Lanty Moss, Tom Shaud, Jeff McCloud, Jay Hynicker, J. Marc Hershey, and Phil Clark. Also present were Borough Manager Ann Roda, Assistant Borough Manager Pamela Roberts, Public Works Director Jeff Kinsey, Elizabethtown Police Interim Chief Shane Deardorff, and Mayor Mummert.

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

Public Comment

1. Stephanie and Kimmel Schaefer, 40 W High Street – Ms. Schaefer expressed concerns about the success of her business on W High Street. She was present at the meeting to encourage customers to travel to W High Street in addition to Market Street.

Approval of Meeting Minutes

1. After a motion by Vice-President Clark, and second by Councilmember Hynicker, Borough Council voted unanimously to approve the November 2, 2023 Public Meeting minutes.
2. After a motion by Vice-President Clark and a second by Councilmember Hynicker, Borough Council voted unanimously to approve the November 9, 2023 Special Budget Meeting minutes.

Reports

1. Borough Council unanimously approved the Financial Report and PLIGT Report as submitted after a motion by Councilmember McCloud and second by Councilmember Hynicker.
2. There were no questions on the October 2023 Elizabethtown Police Department Report.
3. There were no questions on the October 2023 Code Enforcement Report.
4. There were no questions on the October 2023 Fire Company Report. The Fire Company responded to 61 calls in October with 24 of those calls being located within the Borough.
5. Northwest EMS responded to 762 calls during the month of October 2023, of which 137 were within the Borough, which is 17.98% of calls. Year to date, Northwest EMS has responded to 7,380 calls with 20.01% occurring in the Borough.
6. There were no questions on the October 2023 Elizabethtown Area Water Authority Report.
7. There were no questions on the MESA reports from October 4, 2023, October 18, 2023,

October 25, 2023, and November 1, 2023. President Hershey stated that the public objection period ended on November 13, 2023. A total of two written objections were received out of all six participating municipalities.

Old Business

1. Greg Hitz, a member of the Lions Club, was present at the meeting to give Borough Council an update on the military banner program. To date, almost 210 banners have been installed, ordered, or sponsored.

Mr. Hitz asked for direction from Borough Council regarding the banners for the two Medal of Honor recipients from Elizabethtown. The Lions Club was hoping to place the banners in a place of prominence in the Borough to show respect to the two service members. Mr. Hitz stated that the Lions Club had three locations to suggest; the Square, Millstone Plaza, or Community Park by the veteran's memorial.

Council agreed that they would like the Medal of Honor recipient banners to be placed in a prominent location in the Square. Borough Council directed staff to work with the Lions Club to determine the best location. Borough Council expressed their thanks to Mr. Hitz and the Lions Club for their work on the project and bringing the banners to Elizabethtown.

2. Borough Manager Roda updated Council on the status of the security cameras in Community Park. The installation is approximately 80% complete with the remaining cameras to be installed close to Thanksgiving. Once installation is complete, staff will receive training on the program and how to use the system.

Borough Manager Roda stated that she has been in communication with the Borough Solicitor regarding signage for the cameras within Community Park. After installation is complete, signs will be purchased and strategically placed throughout the park stating that there are cameras.

3. Assistant Borough Manager Roberts updated Borough Council on the status of the proposed traffic improvements at the intersection of Masonic Drive and W Bainbridge Street. At a previous meeting, Council directed staff to find out the next steps for a four-way stop sign to be installed at Masonic Drive and W Bainbridge Street. Chris Lincoln with TPD communicated with PennDOT, who has requested a letter with the proposed improvements be sent to their safety unit for review.

Vice-President Clark expressed concern about potential back-up on W Bainbridge Street but agreed that something needed to be done at the intersection. President Hershey stated that even with the proposed improvements, the intersection should continue to be monitored to determine if a traffic signal is warranted in the future. Councilmember Shaud expressed concern about the financial security that has been held for a traffic signal at this intersection and whether the funds could be retained for use in the future.

It was motioned by Councilmember McCloud to authorize staff to send a letter to PennDOT for a multiway stop at the intersection of Masonic Drive and W Bainbridge Street. Councilmember Hynicker seconded the motion. By unanimous vote, Borough Council authorized staff to send the letter to PennDOT.

4. Assistant Borough Manager Roberts updated Borough Council on the status of proposed one-way traffic on W Willow Street. At a previous meeting, Council directed staff to find out the next steps for converting traffic to be one-way on W Willow Street traveling east towards N Market Street. Chris Lincoln with TPD communicated with PennDOT, who has requested that the Borough revise the Signal Permit Plan for the intersection of Willow Street and N Market Street. The revised permit plan would include a letter and the traffic study that has already been completed. Councilmembers agreed that the traffic change should move forward since the street is so congested. The alternative to the one-way traffic would be to remove parking on one-side of the street, which would have a major impact on residents.

It was motioned by Vice-President Clark to authorize staff to revise the Signal Permit Plan for N Market Street and Willow Street to show the proposed changes of one-way traffic flow toward Market Street on W Willow Street. Councilmember Moss seconded the motion. By unanimous vote, Borough Council authorized staff revise the Signal Permit Plan.

New Business

1. Borough Manager Roda updated Borough Council on proposed changes to the special event permit ordinance that will be before them for review at a future meeting. Revisions will include a change to how applications are accepted and reviewed, as well as an opportunity for Borough Council to review the application before it is approved.

Borough Council had no objection to a review of proposed revisions at a future meeting.

2. President Hershey stated that since June of 2023, Borough Council has been searching for a new Chief of Police while Lieutenant Shane Deardorff has been serving as the interim Chief. Based off of the executive sessions held during the hiring process, Vice-President Clark motioned to approve the hiring of Derek Koch as the new Chief of the Elizabethtown Borough Police Department effective January 2, 2024. Councilmember Shaud seconded the motion. By unanimous vote, Borough Council approved hiring Derek Koch as the new Chief of Police.

Mr. Koch has been a resident of Elizabethtown Borough for 20-years and is currently serving as a captain in the Pennsylvania State Police. Mr. Koch thanked Borough Council for the opportunity and stated that he is humbled and honored to serve as the Elizabethtown Borough Chief of Police.

Bills Payable

Upon motion by Councilperson McCloud and second by Councilperson Hynicker, Borough Council voted unanimously to approve the list of monthly bills as presented:

General Fund	\$272,585.25
Sewer Fund	\$93,224.75
Debt Service Fund	\$159,333.52
Capital Reserve Fund	\$1,406.92
Sewer Capital Projects Fund	\$5,005.00
General Vehicle Sinking Fund	\$34,910.00
Subdivision Escrow Fund	\$4,103.50
Parks Fund	\$12,943.71

Mayor Remarks

- Mayor Mummert discussed his time spent at Veterans' Day services at the Elizabethtown Area High School and Masonic Village. He also mentioned his attendance at the Elizabethtown College Tree and Menorah Lighting Ceremony.

Council Remarks

- Councilmember McCloud expressed his excitement for the new Chief of Police and thanked Lieutenant Deardorff for serving as the interim Chief.
- Councilmember Hynicker stated his welcome to the new Chief of Police.
- Councilmember Moss stated his welcome to the new Chief of Police.
- Councilmember Shaud stated that he was looking forward to seeing the new Chief of Police and expressed his happiness at seeing the newly elected Councilmembers in the audience.
- Vice-President Clark stated that the Masonic Village Veterans' Day service was tremendous. He also stated that he was honored to meet with everyone they interviewed for the Chief of Police position but is excited to see Mr. Koch in the position. He also expressed his thanks to Lieutenant Deardorff for serving as the interim Chief.
- President Hershey thanked the public for attending the meeting. He stated that he is happy to have Mr. Koch as the new Chief of Police, especially since he has already spent so much time in the Borough as a resident. He also expressed his thanks to Lieutenant Deardorff for serving as the interim Chief.

President Hershey announced that Borough Council would be meeting on November 30, 2023 at 6:00 pm for a special budget meeting.

Adjourn

Upon motion by Councilmember Shaud and second by Councilmember McCloud, and without objection, the meeting was adjourned by President Hershey at 7:47 PM.

Respectfully Submitted,

Ann Roda
Borough Manager