

ELIZABETHTOWN BOROUGH COUNCIL
PUBLIC MEETING
November 18, 2021
Minutes

A public meeting of Elizabethtown Borough Council was held on Thursday, November 18, 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, Public Works Director Jeff Kinsey, Planning and Zoning Director Pamela Roberts and Mayor Mummer.

President Hershey called the meeting to order at 7:00 PM. He added that Borough Council met in an Executive Session prior to the meeting to discuss a police personnel matter.

Public Comment

There was no public comment.

Approval of Meeting Minutes

After a motion by Councilperson Clark, second by Councilperson Troutman, the following minutes were unanimously approved:

- November 4, 2021, Public Meeting
- November 11, 2021, Budget Meeting

Reports

1. The Financial Report and PLIGT Report were unanimously approved as submitted after a motion by Vice President Ketchum and second by Councilperson Troutman.
2. Chief Cunningham stated that there wasn't anything unusual to report for monthly activity. He stated that Police Department will be working on social media posts to remind residents both to be mindful of their package deliveries and to retrieve them in a timeline fashion to reduce potential theft. Chief Cunningham also noted that all newly hired officers are proceeding well through their training.
3. There were no questions on the Code Enforcement Report for October 2021.
4. The Fire Company responded to 66 calls during the month of October 2021, of which 27 were in the Borough, with an average response time of 5 minutes 38 seconds.
5. Northwest EMS responded to 882 calls during the month of October 2021, of which 151 calls, 17%, were within the Borough. Year to date Northwest EMS has responded to 7,602 calls of which 1,216 (16%) were within the Borough.
6. There were no questions on the Elizabethtown Area Water Authority Reports for October 2021.

7. There was no report from GEARS or the Elizabethtown Area Community Services Authority.

Old Business

1. Mr. Sheidy commented on the proposed Fiscal Year 2022 budget by stating he appreciates the time that both Borough Council and staff have taken to work on the budget and to minimize financial impacts to residents. There were no other public comments.
2. President Hershey stated that draft Ordinance No. 1002 an ordinance establishing the Real Estate Tax Rate for the 2022 Fiscal Year for the Brough of Elizabethtown was before Borough Council in advance of the December 2, 2021 Public Meeting. Borough Manager Denlinger noted that on November 11, 2021 Borough Council approved a public notice for consideration of a real estate tax millage rate of up to 5.4 mills in 2022. The draft provides Borough Council an opportunity to review the ordinance. Borough Council discussed a proposed increase of 0.5 mills to set the tax rate at 5.1 mills. President Hershey asked council members to be prepared at the December 2, 2021 meeting to finalize a millage rate for 2022. Councilperson Clark motioned and Councilperson Troutman seconded approval to advertise Ordinance No. 1002 and place both the ordinance and the proposed Fiscal Year 2022 budget on the agenda for consideration at the December 2, 2021 Public Meeting. Motioned passed unanimously.
3. President Hershey provided background on the planning for future capital projects and the sewer rate study recently completed by Wastewater Engineer HRG. Borough Manager Denlinger noted that on November 11, 2021 Borough Council discussed and approved advertising a sewer rate increase to begin implementation of the proposed capital improvements to the wastewater treatment plant as well as the collection and conveyance system. The draft provides Borough Council an opportunity to review the ordinance. It was motioned by Councilperson Troutman, seconded by Councilperson Shaud, to advertise Ordinance No. 1003, an ordinance to amend the Elizabethtown Borough Code of Ordinances, Chapter 18, Sewers and Disposal to increase the sewer rental rates, and place it on the agenda for consideration at the December 2, 2021 Public Meeting. Motioned passed unanimously.
4. President Hershey led a discussion of Borough Council on the Financial Policies Governing Various Borough Funds and specifically whether any adjustments were needed to the policies as set forth earlier in the year with Resolution 2021-04. It was determined that while the proposed Fiscal Year 2022 Budget does not strictly meet the policies set for the unappropriated balance of the Capital Reserve Fund, Borough Council was comfortable with the current funding levels especially given both the \$500,000 appropriated balance and the proposed budget in the Liquid Fuels Fund currently in place for planned roadwork. President Hershey suggested that Borough Council leave the Financial Policies and proposed Fiscal Year 2022 Budget as is and recognize that the unappropriated balance will continue to be a focus when drafting future budgets. By consensus, Borough Council concluded that draft Resolution 2021-08 Financial Policies was not needed and Resolution 2021-04 Financial Policies would remain in effect.

New Business

1. It was motioned by Councilperson Troutman, seconded by Councilperson McCloud to accept all three Applications for Payment to Farhat Excavating, LLC for work completed for the Elizabethtown Scour Critical Bridge Rehabilitation Project. Motioned passed unanimously.

2. Planning and Zoning Director Roberts stated that Elizabethtown Church of the Brethren (ECOB) is requesting a variance to extend the expiration date of a variance previously granted by the Zoning Hearing Board (ZHB). A variance of Chapter 27, Part 13, Section 1321.2.B(2) for the 100-foot clear sight triangle was granted in January 2021 with a 12-month deadline to obtain permits. The zoning approval is set to expire in January 2022. She added that ECOB has stated that the project has been delayed due to COVID-19 and rising costs of materials and that Council granted a similar approval at the October 21, 2021 meeting in relation to conditional use approval. President Hershey stated that Borough Council has no position, to relay back to the ZHB, on the application.
3. Planning and Zoning Director Roberts stated that the applicant at 118 South Cherry Alley is seeking a variance to operate a business that will provide microblading within the Central Business District. Roberts stated that this variance is relative to Chapter 27, Part 9, Section 902 "Permitted Uses" and the Borough ordinance prohibits a tattoo parlor within the CBD. Councilperson Shaud asked if the definition of the ordinance should be revised and Vice-President Ketchum asked if this was similar to the request made by Inkcredible Outcomes. Roberts responded that while similar this request is just for Microblading and the previous request was broader in scale and services. After a brief discussion on terminology President Hershey stated that Borough Council has no position but would ask that the ZHB be very clear in terminology and definition if it were to approve the request.

Bills Payable

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

General Fund	\$132,168.85
Sewer Fund	\$102,376.25
Train Station Fund	\$1,430.92
Subdivision Escrow Fund	\$150.00
Health Insurance Fund	\$72,804.37

Motioned passed unanimously.

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

After a motion by Councilperson Shaud, seconded by Councilperson Clark, President Hershey adjourned the meeting at 7:42 PM.

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager