

**ELIZABETHTOWN BOROUGH COUNCIL**  
**REGULAR MEETING**  
**December 17, 2020**  
**Minutes**

The regular meeting of Elizabethtown Borough Council was held on Thursday, December 17, 2020. For everyone's safety, the Borough Council meeting was held with the absolute minimum number of individuals gathered in person, employing both mandatory masks and maximum physical distancing measures. In person participants included Tom Shaud, Phil Clark, J. Marc Hershey, Borough Manager Rebecca S. Denlinger, Police Chief Ed Cunningham and Mayor Mummert. The remaining members of Borough Council including J. Neil Ketchum Jr., Jeff McCloud, Bill Troutman as well as staff members Assistant Borough Manager Ann Roda, Public Works Director Jeff Kinsey and Planning and Zoning Director Pamela Roberts joined the meeting remotely using Zoom.

President Hershey called the meeting to order at 7:00 p.m. and stated that Borough Council met in Executive Session prior to the meeting and on December 11, 2020 to discuss a police personnel matter.

Public Comment

1. Richard Sheidy, 350 Lemon Street, commended Public Works crew for their work to plow and clear the streets following the recent snow storm.

Approval of Meeting Minutes

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

1. Regular Meeting – November 19, 2020
2. Work Session Meeting – December 3, 2020

Reports

1. The Financial Report was unanimously approved after a motion by Clark and second by Troutman.
2. EPD Chief Cunningham stated that in the monthly report there was a Harley motorcycle stolen which police are investigating. The Chief reminded the public in the winter months to take extra time to slow down and allow for extra room to stop. There were no questions on the report.
3. There were no questions on the Code Enforcement report. Councilmember Ketchum asked about the parking of utility trailers not connected to a vehicle. Chief Cunningham responded that utility trailers not connected to a vehicle may be parked on the street for 72 hours.

4. The Fire Company responded to 39 calls during the month of November, of which 17 were in the Borough, with an average response time of 4 minutes 22 seconds.
5. Northwest EMS responded to 674 calls during the month of November, of which 96 calls, 14%, were within the Borough. Year to date Northwest EMS has responded to 6680 calls and 947 within the Borough.
6. There were no questions on the Elizabethtown Area Water Authority Report.
7. There were no questions on the GEARS Financial Report.

#### Old Business

1. President Hershey stated that at the last meeting council was considering the appointment to the Elizabethtown Area Community Services Authority effective January 1, 2021. Two names were discussed, Meade Bierly and Howard Kroesen. Hershey suggested having different representatives for the GEARS Board and the Authority and asked if there was any prohibition to have two Borough Council members appointed. Borough Manager Denlinger responded that, based on a review of the by-laws, there was not limitation in appointing two council members. President Hershey suggested Neil Ketchum be the appointed.

Councilmember Clark agreed with having a functioning Authority. Councilmember McCloud added that he understands the need to have separation between GEARS and the Authority. Councilmember Ketchum stated that he would serve in this capacity.

It was motioned by Clark, seconded by Shaud, to appoint Neil Ketchum to the Elizabethtown Area Community Services Authority effective January 1, 2021 for a five-year term that will expire December 31, 2025. Motioned passed with Ketchum abstaining from the motion.

#### New Business

1. Council considered the acceptance of Jack Lachance as a fulltime officer of the Elizabethtown Police Department. Chief Cunningham stated that Officer Lachance has been explanatory in his training.

It was motioned by Clark, seconded by McCloud, to accept Jack Lachance as a fulltime officer of the Elizabethtown Police Department effective December 30, 2020. Motion passed unanimously.

2. Planning and Zoning Director provided an overview of two Zoning Hearing Board applications that were received.

The first application was for 17 Spring Garden Street in which the applicant is requesting a variance to construct a garage within the sideyard setback requirements of the R-1 Low-

Density Residential Zoning District. The structure would be 2-3 feet into the sideyard setback. Borough Council did not have comments back to ZHB on the application.

The second application was for 31 N Spruce Street which is a continuation from the December ZHB meeting. Roberts stated that a revised application will be submitted. She explained that it is staffs understanding that the application will specify the type of commercial space and will not include a request for short term rental variances but instead will be treated as rentals. President Hershey asked if ZHB could wait to provide a final determination to allow Borough Council time to review the revised application. Roberts responded that as an independent body the Borough cannot compel them to not issue a final determination. Borough Manager Denlinger added that staff would like to understand thoughts on the revised application. President Hershey stated that in concept it is a good idea but still has a number of questions on the application. Councilmember Clark agreed with President Hershey. Councilmember Ketchum asked if a land development plan would be needed. Roberts responded that it may need a stormwater plan but the question is being reviewed by the borough's solicitor. Roberts stated that she would highlight the request to ZHB.

3. Planning and Zoning Director Roberts stated that the Elizabethtown Church of the Brethren is asking for a 120-day extension to record the Land Development plan. It was motioned by Clark, seconded by Shaud, to approve the 120-day extension for recording the Elizabethtown Church of the Brethren's Land Development plan with a new expiration date of July 11, 2021. Motion passed unanimously.
4. Borough Manager Denlinger asked council to consider Resolution 2020-14 regarding Amendments to the Elizabethtown Industrial Development Authority Articles of Incorporation. The amendment requested would be to remove the word "Industrial" from the title and articles of incorporation to focus more on development. It was motioned by Clark, seconded by Clark, to approve Resolution 2020-14 regarding Amendments to the Elizabethtown Industrial Development Authority Articles of Incorporation. Motioned passed unanimously.
5. President Hershey confirmed that the Borough Office Hours on December 24 and December 31, 2020 will be 7:30 a.m. to noon.
6. President Hershey confirmed that for calendar year 2021 Borough Council will continue to hold meetings on the first and third Thursday's of the month and that meetings would begin at 7 p.m.

#### Bills Payable

It was motioned by McCloud, seconded by Troutman, to approve the list of monthly bills and budgeted transfers as presented:

General Fund	\$147,589.20
Sewer Fund	\$111,212.78

Capital Reserve Fund	\$7,499.46
Train Station Fund	\$1,546.01
Subdivision Escrow Fund	\$4,917.08
Health Insurance Fund	\$3,337.51

The motion carried unanimously.

### Adjourn

Following a motion by Shaud, seconded by Clark, the meeting unanimously adjourned at 7:58 p.m.

Respectfully Submitted,

Rebecca S. Denlinger  
Borough Manager