

**ELIZABETHTOWN BOROUGH COUNCIL**  
**WORK SESSION**  
**March 3, 2016**  
**Minutes**

Elizabethtown Borough Council held its monthly work session meeting on Thursday, March 3, 2016, at 7:00 p.m. at the Borough Office. Present were Councilmembers Phil Clark, J. Marc Hershey, Jeff McCloud, Tom Shaud, and J. Neil Ketchum. Jr. Dr. C. Dale Treese was absent. Also present were Borough Manager Roni Ryan, Assistant Borough Manager Cindy Foster, Police Chief Jack Mentzer, and Mayor Chuck Mummert.

**Public Comment**

1. **Rich Sheidy, 350 Lemon Street**, noted he had questions about the Market Street paving project but reserved his comments for later in the evening.

**Council heard the following informational reports:**

**1. Administration**

- a. American Legion—Memorial Wall Presentation—Clark introduced Gerald Freeman, Grant Mitchell and Bob Murphy from the American Legion, VFW and Moose before turning the floor over to Freeman for a review of a proposal to repair and enhance the Memorial Wall in Community Park. Work is estimated at \$21,000 with \$4,000 dedicated to repair the memorial stones and \$17,000 for enhancements to the area. All three groups are committed to the project, and once Council approves the work they will begin soliciting funds from other service groups. Freeman discussed the timeline noting that the group would like to have the stone repaired in time for the Memorial Day Parade.

Council's general consensus was to move forward with the stone work now and felt that lighting should be included in the overall project. Work should be coordinated with the Borough's pathway/park improvement project and redesign of the amphitheater, both of which are scheduled for this summer. It is also important that no active construction site exist during Arts in the Park on May 7<sup>th</sup>.

**Action Item**

Motion by Clark, second by Shaud, to proceed to work with the American Legion to replace damaged stone at the Memorial Wall in Community Park at a cost not to exceed \$5,000, and further, that these funds are to be used strictly for stone and its replacement. Motion carried unanimously.

- b. Chamber of Commerce Update—Ryan reported that the Chamber Board is meeting in March to discuss the organization's strategic plans. She also reviewed the timeline and provided an overview of Rebecca Denlinger's progress on the Memorandum of Understanding (MOU) for her work downtown. Hershey directed Council to provide Ryan with comments on the draft strategic plan for feedback to the Chamber. He reported that a subcommittee consisting of Clark, Ketchum and McCloud has been established to work with Denlinger on data analysis and asked Council to start thinking about whether it wishes to extend the MOU beyond its current scope and, if so, what work that would encompass.
- c. Market Street Resurfacing Project—Ryan provided an update on the project noting that staff met with the project manager this morning to discuss replacement of ADA ramps. Penn DOT agreed to contract for all ramp work and will pay for those that are either shared or that cross Market Street and will invoice the Borough for the 21 ramps on streets adjacent to Market Street. Penn DOT is working on a way to document the work at each ramp and seek reimbursement accordingly.

Ryan reviewed the schedule noting the ADA ramp project will be let on June 6<sup>th</sup> with the Notice to Proceed released six weeks later. Milling/paving is scheduled for spring 2017. This allows the Borough ample time to complete infrastructure improvements and for affected property owners to take care of curb and sidewalk issues.

Crosswalks will be 6” painted white parallel lines with 24” thermoplastic white keys between them. Penn DOT has agreed to install an additional crosswalk between Rita’s and Groff Meats. The Borough has requested four lighted crosswalks (Rita’s/Groff Meats; Rose Alley; Washington Street; Park Street) and is waiting for approval. Bump-out traffic calming measures will not be permitted due to potential stormwater/maintenance problems.

The Market Street Bridge between Lucky Duck’s and Rita’s is tentatively scheduled for replacement in April 2017. Penn DOT will be rerouting traffic as they work 24 hours per day for a ten-day period when the street will be closed in both directions. The Borough will coordinate its infrastructure repairs during this time period.

**Sheidy** raised the following questions:

- i. The red light at Center Square seems to be malfunctioning and Sheidy wondered if this could be addressed during this project. Mentzer explained that it is a separate issue involving photo sensors in the cameras at that intersection.
  - ii. Since Penn DOT is not expected to pave Market Street until 2017, Sheidy asked if anything is planned to repair potholes, lower manhole covers, and smooth utility cuts on South Market Street in the interim. Ryan reported that manholes and base repair are scheduled for 2016, so some of these problems may be addressed.
- d. Lancaster County Planning Commission (LCPC) Regional Meetings—Ryan reported that the LCPC will be conducting regional meetings the second week of April and encouraged Council to attend a session that is convenient.
  - e. Fire Department Banquet—Shaud will be representing Council at the banquet on March 19<sup>th</sup>. Anyone else interested in attending is welcome.
  - f. EAWA Update—No report.

## **2. Police Department**

- a. Mentzer reviewed the Police Department Monthly Report.

### **Action Item**

Motion by Ketchum, second by McCloud, to approve a Memorandum of Understanding among Elizabethtown Borough, the Elizabethtown Borough Police Association, and Officer Michael Lyons in certain agreements regarding employment benefits. Motion carried unanimously.

## **3. Council Comments**

- a. Hershey reminded Council to register for June 5-8 PSAB Conference at the Hershey Lodge.
- b. Clark brought attention to GEARS’ annual report noting the number of registrants is impressive stating that the Borough is getting a good value for its investment.

After a motion by McCloud, second by Ketchum, the meeting was unanimously adjourned at 7:57 p.m. upon which time Council entered Executive Session to discuss a personnel matter in the Police Department.