

ELIZABETHTOWN BOROUGH COUNCIL
WORK SESSION MEETING
April 5, 2018
Minutes

The Work Session Meeting of Elizabethtown Borough Council was held on Thursday, March 1, 2018 at the Borough Office. Present were Council members Tom Shaud, Phil Clark, Jeff McCloud, J. Neil Ketchum, Jr., and J. Marc Hershey. Also present were Borough Manager Roni Ryan, Assistant Borough Manager Ann Roda, Public Works Director Wayne DeVan, Planning and Zoning Director Pamela Craddock, Police Chief Ed Cunningham and Mayor Chuck Mummert. Absent from the meeting was Council member Bill Troutman

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

President Hershey noted that Borough Council met in Executive Session on March 22 and April 3 to discuss a personnel matter and also met on April 5, 2018 to discuss a real estate matter.

Feasibility Study Update from Tippetts/Weaver, Inc.

Gary Weaver with Tippetts/Weaver, Inc provided an update and general overview of the feasibility study that is being conducted. It was noted that they have completed review of existing documents, reviewed existing drawings and reviewed publicly available historical documents. The firm has also completed an assessment of conditions of the existing structures and discussed potential functions with staff. They are currently working on conceptual drawings of how the buildings may function as well as developing probable costs. Tippetts/Weaver will present the outcome of the feasibility study at the April 19, 2018 Public Meeting.

Emergency Management Update

Roni Ryan noted that Warren Mueller has submitted a resignation letter from his position as regional EMA coordinator. The managers in Elizabethtown, West Donegal Township and Mount Joy Township will work together to draft a position description prior to seeking eligible candidates to fill the vacancy. It was suggested that the regional EMA representatives from each municipality meet as a committee to seek and interview eligible candidates and together make a recommendation for filling the vacancy. This committee may also discuss the potential of the EOC relocating.

Administration

1. Architectural services proposal for the Public Works Garage.

It was motioned by Shaud, seconded by McCloud, to approve the architectural services proposal from Beers + Hoffman for the Public Works Garage.

Police Department

1. Monthly Report

Chief Cunningham presented the police department's monthly report that included statistics of borough police responses and interactions with the public.

2. Lexipol Update

Chief Cunningham provided some additional information and an update on his Lexipol request. This update included a recommendation for financing the project and clarified some of the information that was provided in March.

President Hershey announced that following the adjournment of the meeting Council would hold an Executive Session to discuss a personnel matter.

After a motion by Ketchum, seconded by Clark, the meeting was adjourned at 7:34 p.m.

Respectfully Submitted,

Roni Ryan
Borough Manager