

ELIZABETHTOWN BOROUGH COUNCIL
WORK SESSION
June 2, 2016
Minutes

Elizabethtown Borough Council held its monthly work session meeting on Thursday, June 2, 2016, at 7:00 p.m. at the Borough Office. Present were Councilmembers Phil Clark, J. Neil Ketchum Jr., Jeff McCloud, Tom Shaud, and J. Marc Hershey. Dr. C. Dale Treese was absent. Also present were Borough Manager Roni Ryan, Assistant Borough Manager Cindy Foster, Planning & Zoning Director Rodney Horton, Public Works Director Wayne Devan, Police Chief Jack Mentzer, and Mayor Chuck Mummert.

Public Comment

1. **Richard P. Sheidy, 350 Lemon Street**, expressed appreciation for Council's participation in the Memorial Day Parade. He requested that for future parades consideration be given to closing Spruce Street near the amphitheater during the event.
2. **Andrew Schoenberger, 48 West Hummelstown Street**, requested that consideration be given to amending the cross-street banner policy to allow 501.C.6 organizations to participate. He also asked the Borough to help promote MSIB events on its Facebook page.

Council heard the following informational reports:

1. Administration

- a. Chamber of Commerce MOU Deliverables— **Downtown Specialist Rebecca Denlinger** introduced members of the Downtown Committee present at the meeting before reviewing the data development process and methodology to date. She provided an update on the database and surveys employed to collect data. The method of outreach, ways to increase the return ratio, and promotion of eventual results were discussed. **Chamber Executive Director Ramon Escudera** provided an accounting of the Borough's investment. He reviewed revenues and expenditures and reported on the timing of open deliverables. Denlinger pledged to complete any outstanding work at no extra cost to the Borough should there be open items after June 30th. Council's subcommittee will meet again to recommend a course of action going forward and to help define what the complete data base, including any future maintenance needs, would look like.
- b. Maytown Avenue—Penn DOT Paving Project—Ryan reported that in preparation of Penn DOT's plan to pave Maytown Avenue in 2017, staff has completed sidewalk surveys and is coordinating with West Donegal Township for the section between the Borough line and the proposed new road that will extend Masonic Drive through the Conoy Crossing development. To prepare for the Highway Occupancy Permit (HOP) required by Penn DOT prior to beginning the project, survey work is necessary to establish right-of-way boundaries and align curb and sidewalk installation. This survey work is estimated at \$18,300.00, of which the Borough's portion amounts to \$14,305.00. Potential parking concerns once the new curb and sidewalk is installed were discussed and it was noted that while it may not be as convenient, most residents currently parking along Maytown Avenue have access to parking at the rear of their properties.

Action Item

Motion by Ketchum, second by McCloud, to authorize \$14,305.00 in survey work for the portion of Maytown Avenue within Borough limits to prepare for the HOP application. Motion carried unanimously.

- c. Penn DOT Market Street Resurfacing—Curb & Sidewalk HOP—Ryan reviewed parameters of the Borough's contract with Penn DOT for replacement of ADA-compliant crosswalks. She noted that there are some instances where existing problems with curb and sidewalk will

be the property owner's responsibility. All curb and sidewalk work along Market Street requires a Highway Occupancy Permit (HOP) in order to proceed. Penn DOT has advised that survey work is required prior to release of the HOP. HRG has provided an estimate for the survey at a cost not to exceed \$13,500.00. This work must be done by September in order to prepare for Market Street paving in 2017.

Action Item

Motion by Ketchum, second by McCloud, to authorize HRG to perform survey work along Market Street as required by Penn DOT for the HOP application at a cost not to exceed \$13,500.00. Motion carried unanimously.

- d. Mount Joy Township Official Map Update—Ryan noted that the Township is requesting feedback on a proposed update to its Official Map. Discussion ensued on the importance of including streets and sidewalks to encourage walkability. Council was asked to submit comments to staff in time for a response to the Township by its deadline of Friday, June 10th.
- e. Amphitheater Design Update—Ryan reported that following an estate bequest for improvements to the amphitheater, preliminary discussions were held with the architects for possible design options. Derck and Edson will attend the June 16th meeting to present several concept designs and solicit feedback and direction from Council on design, use, drainage, and location.
- f. Lancaster County Commissioners' Meeting—The Borough will be hosting the County Commissioners' meeting on Wednesday, June 15th at 7:00 p.m. The Commissioners have asked for input on county-wide issues for the agenda and also for an update on Borough projects during the meeting.
- g. IDA Candidate Vacancy—Council is asked to submit recommendations over the coming month to fill a vacancy on the Industrial Development Authority.
- h. EAWA Update—Sheidy reported that EAWA received a glowing 2015 Water Quality Report and stated the Authority offers a good system at competitive rates.

2. Police Department

- a. Mentzer reviewed Police Department Monthly Report.
- b. Chamber of Commerce Permit Parking Request—Mentzer outlined a request from the Chamber for permit parking near the train station and discussed pros and cons of the following options:
 - i. Provide a permit for parking on Wilson Avenue
 - ii. Provide space in the short-term parking lot
 - iii. Provide space in the overflow parking lotIt was agreed that this matter will be held until the June 16th meeting to allow Council time to review the request and possible solutions in more detail prior to making a decision.
- c. Cost Estimate—Washington Street & Ken Lane Traffic Study—Mentzer reported that in order to set the speed limit at 15 miles per hour on Washington Street and Ken Lane as is the case for other Borough streets adjacent to parkland, a traffic study would be required at an estimated cost of \$400.00 for each street.

Action Item

Motion by Ketchum, second by Clark, to authorize traffic studies at Washington Street between Spruce and Mount Joy Streets and at Ken Lane at a cost not to exceed \$800.00 for both studies. Motion carried unanimously.

d. Action Item

Motion by McCloud, second by Ketchum, to authorize advertisement of an ordinance amending Chapter 15, Motor Vehicles and Traffic, Part 2, Traffic Regulations, of the Code of Ordinances of the Borough of Elizabethtown relative to speed limits within the Borough; proposed changes on East Washington Street and Ken Lane contingent upon traffic study results. Motion carried unanimously.

3. Council Comments

- a. Shaud asked if appropriate signage is in place relative to fines for littering within the Borough.
- b. Ketchum thanked the Chamber for attending the meeting and also expressed appreciation for Ken Dyer and the summer help for addressing weeds along Market Street.
- c. Mummert reported he participated in a program that will air on PCN on June 12th relative to tourism in Central Pennsylvania.

After a motion by Ketchum, second by Clark, the meeting was unanimously adjourned at 8:22 p.m. upon which time Council entered executive session to discuss a personnel matter related to the EIP Program.