

**ELIZABETHTOWN BOROUGH COUNCIL**  
**REGULAR MEETING**  
**June 21, 2018**  
**Minutes**

The regular meeting of Elizabethtown Borough Council was held on Thursday, June 21, 2018 at 7:00 p.m. at the Borough Office. Present were Councilmembers, Bill Troutman, Tom Shaud, J. Neil Ketchum, Jr., Phil Clark and Jeff McCloud. Also present were Borough Manager Roni Ryan, Assistant Borough Manager Ann Roda, Planning and Zoning Director Pamela Craddock and Chief Cunningham. Absent was Council member J. Marc Hershey and Mayor Chuck Mummert.

Vice-President Ketchum called the meeting to order at 7:00 p.m.

**Public Comment**

1. **Robert Yahara, 207 Masonic Drive**, commented on two items. The first item related to the structure of Borough Council meetings and how public comment is handled. It was suggested that the meeting format be altered to be similar to the Elizabethtown Area School District meeting format which allows public comment at the beginning and conclusion of the meeting. The second item related to the requirements and responsibilities the Borough places on land developers and how those requirements may impact developments.

**Presentation**

1. Lou Faretti, Director of the PennDOT Local Technical Assistance Program (LTAP), and Karen Atkinson, PSATS LTAP Manager, presented an award to the Elizabethtown Borough Streets Crew for winning LTAP's Build a Better Mousetrap contest. The crew designed and built the Super Puller XP which is a truck attachment to pull sign channels. With the Super Puller XP sign channels are replaced faster, safer and with the flow of traffic. The 25 contest submissions were evaluated for cost savings and benefits to the community, ingenuity, transferability to others, and effectiveness.

**Approval of Minutes**

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

1. Regular Meeting – May 17, 2018
2. Regional Elected Officials Meeting – May 31, 2018
3. Work Session Meeting – June 7, 2018

**Reports**

1. The Financial Report was unanimously approved after a motion by Clark and second by Shaud.
2. There were no questions on the Code Enforcement reports.
3. The Fire Company responded to 69 calls during the month of May, 28 of which were in the Borough, with an average response time of 6 minutes 03 seconds.

4. Northwest EMS responded to 99 Borough calls during the month of May bringing the year-to-date total for Borough calls to 551.

### **Old Business**

1. It was motioned by Shaud, seconded by McCloud, to approve the Conoy Crossing Phase III Final Land Development Plan with the following modifications and conditions:

#### Modifications:

1. SALDO Section 303 – Preliminary Plan
2. Stormwater Ordinance Section 302.A.1 – Volume Control
3. Stormwater Ordinance Section 302.A.2(c) – Loading Ratios
4. Stormwater Ordinance Section 302.D – Infiltration Dewatering Time
5. Stormwater Ordinance Section 303.C – Rate Control Dewatering Time

#### Conditions:

1. Response and compliance with the comments of Hanover Engineering dated May 31, 2018.

Motion carried unanimously.

Prior to the motion, council members discussed the entrance and exit of the driveways. In particular the eyebrows of Phase I and Phase II have been modified to single entrance / exit eyebrows in Phase III. The reasoning for the eyebrows on previous phases was to minimize the number of driveways onto Masonic Drive but still provide adequate access to the individual driveways for the dwelling units. Council members discussed if a condition should be added that a second access (a means of ingress / egress) be provided for all driveways (or eyebrows) or those building groups that have 4 or more units. Given that there are no underground utilities planned for areas by the driveways the HOA could seek to extend the eyebrows if needed so an additional condition was not provided.

2. Aaron Bricker, RGS Associates presented an introduction to the Preliminary / Final Land Development Plan for Sycamore Square. As part of the introduction Mr. Bricker reviewed the waiver and modification requests that have been made for the development. No formal action was taken following the introduction.
3. It was motioned by Clark, seconded by Troutman, to approve an extension to the Sycamore Square Preliminary / Final Land Development Plan review period for a new expiration date of August 16, 2018. The motion carried unanimously.
4. Serena Wray with Beers & Hoffman provided an update to Borough Council on the Public Works Garage. This presentation included a review of the draft architectural design and the site design. Ms. Wray also presented preliminary cost estimates and discussed the anticipated timeline for the project. Following the update, council members asked questions related to the garage bays, how the bays would be heated, how the estimated costs range with the costs from previous work, and the type of pavement between the garage and the storage bays.

- Gene Galeschewski introduced himself to council and outlined his interest in the regional EMA Coordinator position. Mr. Galeschewski is seeking to replace Warren Mueller upon his resignation. It was motioned by Troutman, seconded by McCloud, to recommend Mr. Galeschewski be the regional EMA Coordinator. The motion carried unanimously.

Borough Manager Ryan will continue to work with the managers in Mount Joy Township and West Donegal Township on the replacement process.

**New Business**

- It was motioned by Shaud, seconded by Troutman, to approve the request from GEARS to waive the zoning permit fee in the amount of \$100 and the building permit fee of \$50. The permits will be submitted for the construction of a porch roof at the Community Center. The motion carried unanimously.
- It was motioned by Troutman, seconded by McCloud, to accept the Complete Streets Transportation Plan.

Prior to the motion council members discussed the need for accepting the Complete Streets Transportation Plan and what that specifically meant. Borough Manager Roni Ryan explained that the Complete Streets Transportation Plan (Plan) was developed with funding from Pa Walk Works and provides conceptals that could potentially be used on streets slated to be resurfaced in the future through the Borough’s paving program. The Plan does not require the conceptals to be used on particular streets but provides the Borough street layout options to consider that meet AASHTO and NACTO guidelines.

The motion to accept the Complete Streets Transportation Plan was not unanimous. Council member Clark opposed.

- It was motioned by McCloud, seconded by Troutman, to approve Resolution 2018-8 for the disposal of certain records in accordance with the Pennsylvania Historical and Museum Commission Bureau of Archives and History Municipal Records Manual as amended July 23, 2009. The motion carried unanimously.
- It was motioned by McCloud, seconded by Troutman, to approve Resolution 2018-9 authorizing Borough Manager Roni Ryan to sign and submit the permit applications to modify the Borough’s traffic signal permits with the Pennsylvania Department of Transportation. The motion carried unanimously.

**Bills Payable**

Motion by McCloud, second by Ketchum, to pay the bills and budgeted transfers as presented:

General Fund.....	\$228,475.06
Sewer Fund .....	\$81,847.63
Capital Reserve Fund.....	\$1,739.79
Construction Projects Fund.....	\$8,233.52
Train Station Fund .....	\$1,733.39
Subdivision Escrow Fund .....	\$6,703.25
Parks Fund .....	\$9,146.68

Motion carried unanimously.

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

**Adjourn**

Following a motion by Shaud, second by Clark, the meeting unanimously adjourned at 8:16 p.m.

Respectfully Submitted,

Roni Ryan  
Borough Manager