

ELIZABETHTOWN BOROUGH COUNCIL
REGULAR MEETING
August 18, 2016
Minutes

The regular meeting of Elizabethtown Borough Council was held on Thursday, August 18, 2016 at 7:00 p.m. at the Borough Office. Present were Councilmembers Phil Clark, J. Neil Ketchum, Jr., Jeff McCloud, Tom Shaud, Dr. C. Dale Treese and J. Marc Hershey. Also present were Borough Manager Roni Ryan, Assistant Borough Manager Cindy Foster, Public Works Director Wayne Devan, Planning & Zoning Director Rodney Horton, Police Chief Jack Mentzer and Mayor Chuck Mummert.

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

1. Regular Meeting—July 21, 2016
2. Work Session Meeting—August 4, 2016

Special Recognition

Mummert presented Police Chief Jack Mentzer with a proclamation and plaque recognizing and thanking him for 35 years of dedicated service to the Borough of Elizabethtown.

Public Comment—None

Reports

1. The Financial Report was unanimously approved after a motion by Clark, second by McCloud.
2. The Code Enforcement Report was provided as an informational item.
3. The Fire Company responded to 58 calls during the month of July, 22 of which were in the Borough, with an average response time of 5 minutes 39 seconds, bringing the year-to-date total calls to 459.
4. Northwest EMS—no report at this time.

Old Business

1. **Chamber of Commerce Memorandum of Understanding Update—Downtown Specialist**
Rebecca Denlinger reported that we are nearing the end of implementation of the Memorandum of Understanding (MOU) between Council and the Chamber and then went on to review market profile information developed in conjunction with the Downtown Subcommittee. Denlinger fielded questions from Council and reported on business owner survey results before turning the floor over to **Susan Zeager, Chair of the Downtown Subcommittee and owner of Brandt's Farm Supply and Whippoorwill Gift Shop**. Zeager expressed appreciation for Council's contribution to the Chamber that enabled Denlinger's work and stressed the importance of downtown business owners continuing to work together on joint initiatives that will benefit them and the community as a whole. **Chamber Executive Director Ramon Escudera** also thanked Council for working with the Chamber and Subcommittee on economic development efforts in the Borough. He noted that Denlinger's product was a base upon which to build and requested a meeting with Council to determine how to keep the momentum going to move on to the next phase.
2. Motion by Clark, second by Ketchum, to approve a request from Conoy Crossing for a one-year extension to October 31, 2017 for completion of Masonic Drive with the following conditions:
 - a. Submittal of updated cost estimates and performance bonds/letters of credit for the road and development
 - b. Installation of the intersection at Masonic Drive and Maytown Avenue, including all curb and sidewalk connections prior to the Penn DOT resurfacing projectMotion carried unanimously.

New Business

1. **Fire Company Property Transfer Request for 400 East Willow Street—Tom Wagner, Fire Company President**, provided a history of the property noting that the long-term goal is to have one deed and, further, to solidify the Company's presence in the Borough for future generations.

Action Item:

Motion by Treese, second by Shaud, to approve the Elizabethtown Fire Company's request for transfer of the property located at 400 East Willow Street from the Borough to the Fire Company. Motion carried unanimously with the exception of Hershey who abstained.

2. Motion by Ketchum, second by McCloud, to approve the following personnel policies:
 - a. Non-Uniform Employee Assistance Program Policy
 - b. Non-Uniform Employee Drug-Free Workplace Policy
 - c. Non-Uniform Employee Return-to-Work Policy
 - d. Non-Uniform Tobacco-Free Workplace PolicyMotion carried unanimously.
3. Motion by Ketchum, second by McCloud, to approve Resolution 2016-9 authorizing disposal of certain records in accordance with the schedule as set forth in the Municipal Records Manual approved on December 8, 2018. Motion carried unanimously.
4. Motion by Ketchum, second by Treese, to approve Resolution 2016-10 amending the Elizabethtown Borough Finance Department Identity Theft Prevention Program (Red Flag Policy) dated August 18, 2016. Motion carried unanimously.

Bills Payable

Motion by McCloud, second by Clark, to pay the bills as presented:

General Fund.....	\$168,752.25
Sewer Fund	\$69,186.59
Capital Reserve Fund	\$12,679.72
Subdivision Escrow Fund	\$87.50
Parks Fund	\$925.07

Motion carried unanimously.

Following a motion by McCloud, second by Ketchum, the meeting unanimously adjourned at 7:45 p.m.