

ELIZABETHTOWN BOROUGH COUNCIL
REGULAR MEETING
February 20, 2020
Minutes

The regular meeting of Elizabethtown Borough Council was held on Thursday, February 20, 2020 at 7:00 p.m. at the Borough Office. Present were Council members Bill Troutman, Tom Shaud, J. Neil Ketchum Jr., J. Marc Hershey, Phil Clark and Jeff McCloud. Also present were Borough Manager Rebecca S. Denlinger, Assistant Borough Manager Ann Roda, Police Chief Ed Cunningham, Planning and Zoning Director Pam Roberts, Public Works Director Jeff Kinsey and Mayor Chuck Mummert.

President Marc Hershey called the meeting to order at 7:02 p.m. and stated that council meet in an executive session prior to the meeting to discuss a personnel matter.

Public Comment

1. Bob Enck, 303 Masonic Drive, stated that he was representing the Conoy Crossing Home Owners Association and wanted to follow-up on his letter concerning parking within that development. President Hershey responded that council has received the letter and pictures but it is not on the agenda for discussion but will be considered and discussed at a future meeting.

Approval of Meeting Minutes

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

1. Regular Meeting – January 16, 2020
2. Reorganization Meeting – February 6, 2020

Presentations

1. Mayor Mummert presented a proclamation to representatives of the Elizabethtown DeMolay. The proclamation recognized the work of the DeMolay and proclaimed the month of March as DeMolay month. The Master Councilor of Elizabethtown DeMolay then presented a Medal of Appreciation to Mayor Mummert and Borough Council for 10 years of continued support of the Chapter. The Master Councilor also honored Dan Robrish of the Elizabethtown Advocate with the DeMolay Medal of Appreciation for his strong support of the DeMolay Chapter and always running photos and articles in the newspaper.
2. Nicole Cradic and Sean Post of Trout provided a recap of the independent auditors' report for the year ending December 31, 2019. Cradic reported that there were no findings and once again the audit resulted in a clean unmodified opinion and that there was one actuarial evaluation to add. Post provided a detailed review of receipts and disbursements for all funds. President Hershey asked about the amortization schedule on the debt. Post responded that it could gather some interest or potentially an outstanding invoice. A question was asked on subdivision escrow account and if the recent changes with GASB altered anything with the pension funds. Post responded that the recent changes with

GASB did not alter anything with the pension evaluation and subdivision is just cash and not what is held in escrow.

Reports

1. The Financial Report was unanimously approved after a motion by Ketchum and second by McCloud.
2. There were no questions on the Code Enforcement report.
3. The Fire Company responded to 44 calls, during the month of January, of which 89 were in the Borough, with an average response time of 4 minutes 18 seconds.
4. Northwest EMS responded to 648 calls during the month of January, of which 89 calls were within the Borough.

Old Business

1. It was motioned by Ketchum, seconded by Shaud, to table the decision on the Conoy Crossing Phase 4 & 5 Final Land Development Plan until issues with the landowner on stormwater easements and maintenance is resolved.

Todd Smeal, DC Gohn, provided an overview of the final land development plan for Conoy Crossing Phase 4 and 5. President Hershey asked if a note could be added to the plan stating that the existing macadam drive is for agriculture use and does not depict any future plans or development. Smeal indicated that a note could be added. Hershey also asked for clarification on the water and sewer easement on lots 108/109. Smeal responded that the easements are for water and sewer lines that may serve future development.

A question was asked concerning parking on Maize and Broken Arrow if parking would be permitted based on the cartway. Smeal responded that the preliminary plan for Conoy Crossing did not plan for parking to be permitted in the cartways.

Public comment was then provided by Clark Stauffer. He stated his comments were on behalf of Cheryl Espenshade Stauffer, the property owner referenced in the final land development plan. He asked how many stormwater easements/associations are in the Conoy Crossing development and asked about notes 9 and 10 on page 8 or 17. Planning and Zoning Director Roberts responded that in total there are 5-6 HOAs. Ketchum asked Mr. Stauffer why the notes were being questioned. Ketchum added that the notes being questioned should be discussed with the developer and other parties involved and not with the Borough. President Hershey asked staff to work with legal counsel and Mr. Smeal, on behalf of his client, to address the concerns raised by Mr. Stauffer.

Resident Richard Sheidy asked when will Masonic Drive be open for the public. Roberts responded that there has been no indication yet from the developer on when the road will be offered for dedication.

New Business

1. It was motioned by Ketchum, seconded by Troutman, to approve the low bid for the 2020 Stone Contract from RE Pierson Materials at the provided bid pricing. Motion passed unanimously.
2. It was motioned by Ketchum, seconded by Troutman, to approve the low bid for the 2020 Paving Contract from Pennsy Supply, Inc. in the amount of \$280,909.63. Motion passed unanimously.
3. It was motioned by McCloud, seconded by Clark, to approve the low bid for the 2020 Concrete Contract from Brian Stauffer Concrete at the unit prices identified on the bid form. Motion passed unanimously.

Shaud asked if the Borough has any experience with Stauffer prior to this work? Jeff Kinsey responded that Mr. Stauffer used to work with Geoff Good and staff worked with him in that capacity.

4. It was motioned by McCloud, seconded by Clark, to approve the low bid for the 2020 Sewer Pipe Replacement (Highlawn Ave, E Willow St, Foxchase Dr, & Foxfield Ln) Contract from MacMor Construction LLC in the bid amount of \$163,721.00 and Unit Prices that include: \$145.00/ LF of 8” SDR 35 sewer main; \$230.00/LF of 8” SDR 35 sewer lateral; \$4622.00/ 4” SDR 35 sewer lateral; and, \$3,265.00/manhole. Motion passed unanimously.

President Hershey asked if the Borough has any experience with MacMor Construction LLC prior to this work? Jeff Kinsey responded that MacMor Construction LLC was the low bid for the sewer pipe replacement work in 2019.

5. It was motioned by Clark, seconded by Troutman, to approve the authorization of the Borough Manager to submit a Letter of Intent for the Community Development Block Grant (CDBG) program. Motion passed unanimously.

Borough Manager Denlinger stated that this grant opportunity is seeking projects that were previously planned and the borough as a project that would be eligible. It was also highlighted that there would be additional public notification requirements of the funding source. The Letter of Intent is due February 28, 2020 to the Lancaster County Redevelopment Authority and the full application is due April 30, 2020.

6. Borough council had no comment on the Zoning Hearing Board application by Brandt’s Farm Supply at 601 E. High Street for variances to the Borough’s Zoning Ordinance.
7. Borough council had no comment on the Zoning Hearing Board application by property owners at 410 Lemon Street for variances to the Borough’s Zoning Ordinance.
8. It was motioned by Shaud, seconded by Clark, to approve the waiving of utility billing late fees. Motion passed unanimously.

Borough Manager Denlinger explained that staff have become aware of an issue with recent utility billing and receipt of payments. The reason given by a large majority of callers is that the payment was mailed. Staff have reached out to the post office, the Post Master as well as EAWA, EASD, Elizabethtown College and Masonic Village in an effort to locate the missing mail. Staff is seeking to waive the penalty for the residents that had reached out as long as they submit a new payment to replace the previous one.

Bills Payable

It was motioned by McCloud, seconded by Troutman, to approve the list of monthly bills and budgeted transfers as presented:

General Fund	\$201,906.96
Sewer Fund	\$78,188.15
Capital Reserve Fund	\$11,230.95
Construction Fund	\$139.00
Train Station Fund	\$1,039.85
Subdivision Escrow Fund	\$3,488.66
Health Insurance Fund	\$143,909.09
Parks Fund	\$2,587.70

The motion carried unanimously.

Adjourn

Following a motion by Ketchum, seconded by Clark, the meeting unanimously adjourned at 8:16 p.m. Motion carried unanimously.

Respectfully Submitted,

Rebecca S. Denlinger
Borough Manager