

**ELIZABETHTOWN BOROUGH COUNCIL**  
**PUBLIC MEETING**  
**April 18, 2024**  
**Minutes**

A public meeting of Elizabethtown Borough Council was held on Thursday, April 18, 2024. Present were Councilmembers Lanty Moss, Andrew Schoenberger, J. Marc Hershey, Jay Hynicker, and Jeff Winterborne. Also present were Borough Manager Ann Roda, Assistant Borough Manager Pamela Roberts, Public Works Director Jeff Kinsey, Elizabethtown Police Chief Derek Koch, and Mayor Mummert. Jeff McCloud was absent

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

**Public Comment**

1. Bruce Kleindienst, 916 Hedgewyck Ln – Mr. Kleindienst expressed concern about water pressure and a missing water valve cover at his home. President Hershey informed Mr. Kleindienst that any water concerns should be brought to the Elizabethtown Area Water Authority.

**Presentations**

1. Deb Drury, with the Elizabethtown Library, was present at the meeting to update Borough Council on the activities of the past year. President Hershey asked if there were any new initiatives on the horizon. Ms. Drury stated that they are waiting to get results from a survey that was administered by students from Millersville University before moving forward with any ideas they may have.
2. Madison Snyder, Elizabethtown Farmers Market President, gave Borough Council an explanation of the Farmers Market that is proposed to be held on the square every 1<sup>st</sup> and 3<sup>rd</sup> Wednesday from 1pm to 6pm. The vendors will be spread out throughout the square and the same vendors will attend each event. Council expressed support for the event and stated that the sponsors of the event should work with staff to determine all the details for the event.

**Approval of Meeting Minutes**

1. After a motion by Councilmember Moss and second by Councilmember Hynicker, Borough Council voted unanimously to approve the April 4, 2024 Public Meeting minutes.

**Reports**

1. Borough Council unanimously approved the Financial Report and PLIGT Report as submitted after a motion by Councilmember Winterborne and second by Councilmember Schoenberger.
2. Chief Koch presented the monthly report to Borough Council. He mentioned that there has been a rise in catalytic converter thefts.

3. There were no questions on the March 2024 Code Enforcement Report.
4. There were no questions on the March 2024 Fire Company Report. The Fire Company responded to 53 calls in March with 18 of those calls being located within the Borough.
5. There were no questions on the March 2024 MESA Report. MESA responded to 524 calls during the month of March, of which 137 were within the Borough, which is 26.15% of calls.
6. There were no questions on the March 2024 Elizabethtown Area Water Authority Report.
7. There were no questions on the MESA reports from the February 21, 2024 and March 13, 2024 meetings. President Hershey stated that MESA has a collection rate of approximately 82%.

### **Old Business**

1. Assistant Borough Manager Roberts stated that PennDOT's study of the W Bainbridge Street and Masonic Drive has been completed and they confirmed that a multi-way stop sign is warranted. They will be installing the necessary signage on the eastbound section of W Bainbridge Street. Borough staff will be responsible for the signage on the westbound section of W Bainbridge Street. Staff will coordinate with PennDOT to install the signs at the same time.

Staff will provide information to residents and share with neighboring municipalities as well. The new stop signs must be incorporated into the Borough Code of Ordinances so that the police are able to conduct enforcement.

It was motioned by Councilmember Schoenberger to approve advertising an amendment to Chapter 15 Motor Vehicles and Traffic to establish traffic regulations for certain streets within the Borough. Councilmember Winterborne seconded the motion. By unanimous vote, Borough Council approved the advertisement of the ordinance amendment.

2. Borough Manager Roda stated that a cost estimate for the proposed traffic light and intersection improvements at Willow Street and N Market Street was significantly higher than originally thought. This was an unbudgeted project and staff is seeking direction from Borough Council on how they would like to proceed. After discussion, Council directed staff to move forward with bidding the project and Council will make a decision once the final price of the project is determined.
3. It was motioned by Councilmember Hynicker to approve Resolution 2024-04 declaring Elizabethtown Borough's intent to open an account with Pennian Bank to complete ACH transactions. Councilmember Winterborne seconded the motion. By unanimous vote, Borough Council approved resolution 2024-04.

## New Business

1. It was motioned by Councilmember Schoenberger to approve the Special Event Permit for Elizabethtown Farmers Market with the conditions that one metered parking space on N Market Street and one space on S Market Street can be restricted for one hour before and after the event, that the event sponsor will provide their own cones, that the sponsors will notify the Borough when the trash cans are full, and that the vendor stands may need to be adjusted to accommodate construction on the square. Councilmember Hynicker seconded the motion. By unanimous vote, Borough Council conditionally approved the Farmers Market.
2. Borough Council considered the sale of the following items to the listed bidder at the bid amount.

10" COMPOUND MITER BOX	Melanie Clark - Elizabethtown, PA	\$9.00
PINTLE HITCHES	Andrew Merrick, Sr - Bernville, PA	\$34.00
WACKER NEUSON BS600	Brandon Heck - Chambersburg, PA	\$340.00
WACKER NEUSON BS60-2I	David Carl - Mountain Top, PA	\$575.00
LAMPS	Daniel Gilder - Columbia, PA	\$9.00
10 WOODEN CHAIRS	Timothy McGowan - Millerstown, PA	\$106.00
FILING CABINETS	Elsie Kilmer - Shippensburg, PA	\$25.00
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1975 GMC 3500 VALUE VAN	Kevin Boyd - Ranson, WV	\$5,400.00
2011 FORD CROWN VICTORIA	Syed Mateen - Skokie, IL	\$1,650.00
2008 GMC SIERRA 3500HD	Dale Parichuk - Washington, NJ	\$14,200.00
ECONOLITE 12" LED TRAFFIC SIGNALS	Jerry Sherman - Dover, PA	\$41.00
MCCAIN 12" LED TRAFFIC SIGNAL WITHOUT SUNSHADES	Denise Argeroplos - Yoe, PA	\$33.00
MCCAIN 12" LED TRAFFIC SIGNALS	Denise Argeroplos - Yoe, PA	\$60.00
MCCAIN 12" LED TRAFFIC SIGNAL WITH TURN LANE ARROWS	Denise Argeroplos - Yoe, PA	\$37.00
ECONOLITE 12" LED TRAFFIC SIGNALS	Denise Argeroplos - Yoe, PA	\$63.00
PEDESTRIAN HEAD SIGNALS WITH COUNTDOWN	Denise Argeroplos - Yoe, PA	\$26.00
WOODEN DESKS, BULLETIN BOARD AND WOODEN CHAIR	Scott Steele - West Grove, PA	\$12.00
IBC TOTES	Steven Gorski - Hope, NJ	\$51.00
WOODEN JAIL CELL	Stephen Davis - Mifflintown, PA	\$18.00
OFFICE DESK	Elsie Kilmer - Shippensburg, PA	\$11.00

It was motioned by Councilmember Moss to approve the sale of the items to the listed bidders at the listed bid price. Councilmember Schoenberger seconded the motion. By unanimous vote, Borough Council approved the sale of the items.

3. Borough Manager Roda briefed Borough Council on the Willow Street Phase 2 Improvements project, which will be replacing the storm sewer system on E Willow Street. The project was bid and the low bid is less than what was included in the 2024 budget.

It was motioned by Councilmember Hynicker to accept the apparent low bid from SM Johns & Son in the amount of \$118,051.62 for the Willow Street Phase 2 Improvements. Councilmember Winterborne seconded the motion. By unanimous vote, Borough Council accepted the low bid for the Willow Street Phase 2 Improvements.

4. It was motioned by Councilmember Hynicker to approve Resolution 2024-03 to dispose of certain records in accordance with the Pennsylvania Historical and Museum Commission Municipal Records Manual as amended March 28, 2019. Councilmember Schoenberger seconded the motion. By unanimous vote, Borough Council approved Resolution 2024-03.
5. Borough Manager Roda reviewed the first quarter of Fiscal Year 2024. In the first quarter, the annual stone contract and concrete contract were awarded, as well as the three-year mowing contract. The Public Works Garage Stormwater Basin project and E Willow Street Storm Sewer project were also awarded. The SCADA project, Radio Road Phase 1, and the Hickory Lane Park Stream Bank Restoration project are currently out for bid and will be awarded soon.

IT services at the Borough office have also been updated by switching to a cloud-based email system, purchasing a new large format printer and scanner, and a new server. Staff has been working on a number of ordinance updates that have been drafted and currently waiting for final review and action by Council. Dig season began on April 1<sup>st</sup> and the Street Department will be operating on a schedule that will consist of 4 10-hour days on a trial basis for one month.

There are a few line items that staff is keeping an eye on but for the most part, the budget is about where it would be expected at this point in the year. There was an unexpected expense 454.451 Contracted Maintenance for a new bucket for the bucket truck.

### **Bills Payable**

Upon motion by Councilmember Moss and second by Councilmember Schoenberger, Borough Council voted unanimously to approve the list of monthly bills as presented:

General Fund	\$190,196.36
Sewer Fund	\$118,517.91
Capital Reserve Fund	\$30,866.06
Sewer Capital Projects Fund	\$48,539.17
Subdivision Escrow Fund	\$155.50
Parks Fund	\$299.98

### **Mayor Remarks**

- Mayor Mummert had no remarks.

### **Council Remarks**

- Councilperson Winterborne stated that it was interesting to be on the other side of the library's presentation. He also expressed gratitude to the organizers of the Farmers Market and wishes them the best of luck.
- Councilperson Hynicker stated that he hopes the Farmers Market does well and that he hopes they have a plan for future expansion.
- Councilperson Moss stated that he saw the crash in the square on Facebook and is happy that another traffic signal wasn't hit.
- Councilperson Schoenberger had no remarks.
- President Hershey had no remarks.

### **Adjourn**

It was motioned by Councilmember Winterborne and seconded by Councilmember Hynicker to adjourn. Without objection, the meeting was adjourned by President Hershey at 7:57 PM.

Respectfully Submitted,

Ann Roda  
Borough Manager