

**ELIZABETHTOWN BOROUGH COUNCIL**  
**PUBLIC MEETING**  
**April 4, 2024**  
**Minutes**

A public meeting of Elizabethtown Borough Council was held on Thursday, April 4, 2024. Present were Councilmembers Lanty Moss, Andrew Schoenberger, Jeff McCloud, Jay Hynicker, Jeff Winterborne, and J. Marc Hershey. Also present were Borough Manager Ann Roda, Assistant Borough Manager Pamela Roberts, Public Works Director Jeff Kinsey, Elizabethtown Police Chief Koch, and Mayor Mummert.

President Hershey called the meeting to order at 7:05 PM.

**Presentations**

1. Cathy with the Pilot Club of Lancaster, Inc. attended the meeting to present the Elizabethtown Police Department with a recognition of thank you for their participation in Project Lifesaver. Cathy explained that Project Lifesaver is a search and rescue program to help find adults and kids who wander due to Alzheimer's, dementia, or other brain conditions and disabilities. There are about 9-12 residents in the Borough who have a tracker that would allow them to be found if they were to wander away. Chief Koch and Corporal Grego accepted the certificate as well as a container of Lifesavers.
2. Senahid Zahirovic, from Boyer and Ritter, attended the meeting to present the 2023 Audit. Mr. Zahirovic outlined the general timeline of the audit that began in early January. Due to the Borough spending more than \$750,000 of federal funds, a single audit was required which extended the length of the process. Mr. Zahirovic stated that he was happy to report that the Borough received clean opinions on all reports. He expressed his thanks to Borough staff, specifically Ann and Kim, for their cooperation and responsiveness to all requests.

**Public Comment**

There was no public comment.

**Approval of Meeting Minutes**

1. After a motion by Councilmember Hynicker and second by Councilmember Schoenberger, Borough Council voted unanimously to approve the March 21, 2024 Public Meeting minutes with a revision that Councilmember Moss motioned to approve the PLGIT report instead of Vice President McCloud.

**Old Business**

1. Borough Manager Roda gave Borough Council an update on the status of W Washington Street and W Willow Street being converted to one-way traffic. PennDOT approved the traffic signal permit application and letters have been prepared to send to residents to notify them of

the upcoming change. President Hershey stated that communication to residents should include a graphic about parking changes. Councilmember Schoenberger expressed concern about W Washington Street and the possibility of backup at the traffic signal at Union Street. President Hershey explained that during previous discussions, Council thought that it would be a safer situation to direct drivers to a signalized intersection than attempting to turn into oncoming traffic on S Market Street. Public Works Director Kinsey confirmed that a traffic study would need to be submitted to PennDOT in order to change the timing of the traffic signal at Union Street.

2. Borough Manager Roda explained that on February 1, 2024, Borough Council approved the establishment of a checking account for “Elizabethtown Regional EMA” at Northwest Savings Bank, under Mount Joy Township's Tax ID, with Curtis Thompson, EMA Coordinator, and Sherri Minnich, Township Treasurer of Mount Joy Township, as authorized signatories. Ms. Minnich has retired, and a new authorized signer needs to be established. Justin Evans, Acting Township Manager, would be an appropriate alternative.

It was motioned by Vice President McCloud to establish a checking account for “Elizabethtown Regional EMA” at Northwest Savings Bank, under Mount Joy Township’s Tax ID, with Curtis Thompson, EMA Coordinator, and Justin Evans, Mount Joy Township, as authorized signatories. Councilmember Winterborne seconded the motion. By unanimous vote, Borough Council approved establishing Curtis Thompson and Justin Evans as signatories for a checking account with Northwest Savings Bank.

3. Borough Manager Roda briefed Borough Council on the status of the Lions Club Military Banner Program and its continued success. The Lions Club has approached the Borough for permission to hang banners on S Spruce Street from S Market Street to E High Street. President Hershey stated that he is proud of how successful this program has been and expressed his thanks to the Lions Club and Rotary.

Borough Manager Roda then discussed Council’s request for a pole to be installed in Memorial Park in order to hang banners for the two Medal of Honor recipients. Staff has been working with Lancaster Civil and contractors to determine the logistics of installing the proper pole that will be able to support the banners. The pole can be installed before the Memorial Day ceremony but the costs of the material, foundation, and engineering will cost approximately \$9,000, which was not included in the 2024 budget. Staff asked for direction on how Council would like to proceed with the unbudgeted expense. President Hershey stated that although it was an unbudgeted expense, it would be worth it to help support the very successful banner program and express their gratitude to the service members.

It was motioned by Councilmember Moss to approve installing a pole for the Medal of Honor military banners in Memorial Park with an unbudgeted expense of \$9,000. Councilmember Hynicker seconded the motion. By unanimous vote, Borough Council approved the installation of the pole.

## New Business

1. Assistant Borough Manager Roberts explained that with the proposed one-way traffic changes on W Washington Street and W Willow Street, parking regulations will need to be slightly adjusted to reflect state and federal guidelines for the new traffic flow pattern of the streets. She further explained that parking on both streets would remain in the existing condition until the one-way traffic goes into effect. Public Works Director Kinsey explained that one parking space would be gained on W Washington Street and seven parking spaces would be added on W Willow Street.

Councilmember Moss asked if there will be No Parking signs posted along the streets. Public Works Director Kinsey stated that signs will be posted and in some areas the curb will be painted but not every portion of no parking will be signed. Councilmember Schoenberger asked if there had been any comments on the parking changes or one-way traffic conversions and staff stated that there had been no comments.

It was motioned by Vice President McCloud to approve advertising an amendment to Chapter 15 Motor Vehicles and Traffic, Part 4 General Parking Regulations of the Borough Code of Ordinances. Councilmember Schoenberger seconded the motion. By unanimous vote, Borough Council approved the advertisement of the ordinance.

2. It was motioned by Councilmember Winterborne to approve the reduction of financial security for the 1225 S Market Street Preliminary/Final Land Development Plan in the amount of \$36,396.54 with a remaining balance of \$5,272.01. Vice President McCloud seconded the motion. By unanimous vote, Borough Council approved reduction of financial security.
3. It was motioned by Vice President McCloud to accept the 2023 Annual Audit as presented by Boyer and Ritter at the March 28, 2024 Public Meeting. Councilmember Hynicker seconded the motion. By unanimous vote, Borough Council accepted the 2023 Annual Audit.

It was motioned by Councilmember Hynicker to publish the concise audit statement in a paper of general circulation. Councilmember Winterborne seconded the motion. By unanimous vote, Borough Council approved the publication of the concise audit statement.

4. Borough Manager Roda stated that a request from the Big E Booster Club in regards to the Softball field and the High School Softball team had been received and introduced a representative from the club who was present at the meeting. John Smyser, with the Bid E Booster Club, explained that they would like the ability to play amplified music during home varsity games at the Softball Field. The music is from the School District's curated playlist so all songs contain appropriate content and language. Games are typically done before 9:00 but if a game continues into quiet hours, the music will not be played.

GEARS Senior Center will no longer be operating the concession stand at the field so the Big E Booster Club also requested the ability to sell light concessions during home softball games. The snack and drinks would consist of pre-packaged food and bottled drinks and would help raise funds for the team.

Vice President McCloud asked what they would be using to play the music and Mr. Smyser stated that a parent of a student on the team offered to supply their sound system to use during the games. Mr. Smyser stated that if the music is well received, it is possible they may purchase a more permanent solution in the future. President Hershey expressed concern about how the music may impact neighbors around the Softball Field. Councilmember Schoenberger agreed that there could be complaints about noise but suggested that the Softball team be permitted to play music on a trial basis to see if there are any issues.

After the discussion concluded, Borough Council had no objection to playing amplified music on a trial basis and the sale of light concessions.

5. Borough Manager Roda briefed Council on a possible application for the 2024 Fiscal Year CDBG Public Improvements program. Staff is seeking direction from Council to submit a Letter of Intent for a project that will include sanitary sewer replacement on Rose Alley and S Poplar Street as well as storm sewer replacement on S Poplar Street.

The project is estimated to cost \$373,534. The Borough is requesting the maximum grant amount of \$200,00 and will be funding the remaining balance of \$173,534. Staff suggests that at a future meeting, Council consider using the remaining ARPA funds for the remaining balance of the project.

Borough Council had no objection to submitting a letter of intent for an application for the CDBG public Improvements program.

6. Borough Manager Roda explained two events that will be taking place in the Borough. Biking for Brittany is a bike race on June 30, 2024 that will pass through the Borough limits on public streets. There will be no road closures, so a special event permit is not required but a Certificate of Insurance that lists the Borough as an additional insured for the race has been provided.

On September 7, 2024 from 1:30pm to 4pm, the Elizabethtown Block Party will be held in Community Park. This event, sponsored by Elizabethtown Ministerium, has been held for a number of years and will involve the closure of Ken Lane.

It was motioned by Vice President McCloud to approve the Special Event Permit for the Elizabethtown Block Party. Councilmember Winterborne seconded the motion. By unanimous vote, Borough Council approved the special event.

7. Borough Manager Roda stated that based off of direction from Borough Council during two executive sessions, staff is happy to announce that Leif Sundberg was hired as the MS4 Code Compliance Official and will be starting his employment with the Borough on April 8, 2024.

## **Mayor Remarks**

- Mayor Mummert stated that the Harrisburg Stampede begins their season this Saturday and he will be singing the National Anthem at the event.

## **Council Remarks**

- Councilmember Winterborne gave his kudos to Borough staff for a clean audit, to the Police Department for their involvement in Project Lifesaver, and to the Lions Club for the success of the Military Banner program.
- Councilmember Hynicker stated that he echoed Councilmember Winterborne's comments.
- Councilmember Moss confirmed that Ken Lane had been named after Ken Dyer with the Parks Department.
- Councilmember Schoenberger confirmed that Borough Council would be walking in the Memorial Day Parade.
- Vice President McCloud stated that walking in the Memorial Day Parade is one of his favorite things to do as a member of Council, but he is disappointed to miss it this year because he will be traveling to drop off his son at an internship in Tennessee.
- President Hershey had no remarks but stated Borough Council would be meeting in executive session on a personnel matter.

## **Adjourn**

It was motioned by Councilmember Winterborne and seconded by Vice President McCloud to adjourn. Without objection, the meeting was adjourned by President Hershey at 8:39 PM.

Respectfully Submitted,

Ann Roda  
Borough Manager