

ELIZABETHTOWN BOROUGH COUNCIL
PUBLIC MEETING
March 7, 2024
Minutes

A public meeting of Elizabethtown Borough Council was held on Thursday, March 7, 2024. Present were Councilmembers Lanty Moss, Andrew Schoenberger, Jeff McCloud, Jay Hynicker, and J. Marc Hershey. Jeff Winterborne was absent. 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 7:00 PM.

Public Comment

There was no public comment.

Approval of Meeting Minutes

1. After a motion by Vice President McCloud, and second by Councilmember Moss, Borough Council voted unanimously to approve the February 15, 2024 Public Meeting minutes.

Old Business

1. Borough Manager Roda gave Borough Council an update on the status of the agreements with PennDOT and Amtrak concerning the parking lots at the train station. These agreements include: an agreement modifying the lease agreement with Amtrak to allow for the installation of the parking management system and new security cameras, an agreement with PennDOT concerning the parking management system and outlining responsibilities, and a grant agreement with PennDOT for the cost of the construction and installation of the parking management system and new security cameras.

Borough Council confirmed that the enforcement of the paid parking lot would be conducted by the Elizabethtown Police Department and all improvements will be funded by PennDOT. There was discussion about the security cameras and Council asked for the agreements to be revised so that it is clear the security cameras are owned by Elizabethtown Borough.

In addition to the concerns about the security cameras, Council asked if any revisions had been made to the lease agreement with Amtrak concerning cost reimbursement for the maintenance of the train station. Borough Manager Roda stated that there had been no discussions about cost reimbursement. Borough Council stated that they would not sign any agreements until the lease agreement with Amtrak is revised.

2. Borough Manager Roda explained that to address fraudulent checks, Borough staff would like to open an ACH account with Pennian. The Borough would like to use the ACH account with any entity that accepts it across all funds.

Councilmember Schoenberger asked if there will be any fees and if this will add any additional work for staff. Borough Manager Roda stated that the fees are very minimal due to the large amount of Borough funds held by Pennian and the process will be very similar to the current procedure.

It was motioned by Councilmember Schoenberger to authorize borough staff to open an account with Pennian to be able to make ACH payments with Ann Roda, Pamela Roberts, Kim Leverentz, and Marc Hershey as authorized signers. Councilmember Hynicker seconded the motion. By unanimous vote, Borough Council authorized opening an ACH account with Pennian.

3. Borough Manager Roda updated Council on 101 E Plum Street, which was appraised at \$400,000. Borough Council confirmed that they would like to move forward with the sale of the property by sealed bid.

After discussion, it was determined that the starting bid would be at the appraised value of the property, \$400,000. The bids will be opened on May 10, 2024 at 3:00pm and will be presented to Borough Council on May 16, 2024. Council will take action at that meeting or the following meeting on June 6, 2024. Council asked Borough Manager Roda to speak with Solicitor Cleary to ensure that there is a 30-day settlement for the property and that all bidders must provide proof of funds as part of the bid submission. The high bidder must also provide a non-refundable check for 10% of the total bid amount within one business day of acceptance.

It was motioned by Vice President McCloud to approve Resolution 2024-03 authorizing the sale of the borough parcel, 101 E Plum Street, via sealed bid. Councilmember Schoenberger seconded the motion. By unanimous vote, Borough Council approved Resolution 2024-03.

It was motioned by Councilmember Schoenberger to set the bid acceptance date to be May 10, 2024 at 3:00pm. Councilmember Hynicker seconded the motion. By unanimous vote, Borough Council set the bid acceptance date to be 3:00pm on May 10, 2024.

It was motioned by Councilmember Hynicker to set the starting bid price at \$400,000. Vice President McCloud seconded the motion. By unanimous vote, Borough Council set the minimum bid at \$400,000.

New Business

1. Assistant Borough Manager Roberts explained that four sealed bids were received for the 2024-2026 General Mowing and Trimming Services Maintenance Contract. Assistant Borough Manager Roberts explained that the contractor selected will mow all Borough owned properties except for 600 and 620 S Hanover Street and the park between S Mount Joy Street and S Chestnut Street. The low bidder was McCabe's Lawncare and Landscape at an annual cost of \$26,075. McCabe's had the 2021-2023 mowing contract and Borough staff was satisfied with their services.

It was motioned by Vice President McCloud to accept the low bid for the 2024-2026 General Turf Mowing and Trimming Services Maintenance Contract from McCabe's Lawncare and Landscape at an annual cost of \$26,075. Councilmember Hynicker seconded the motion. By unanimous vote, Borough Council accepted McCabe's Lawncare and Landscape as the low bid.

2. Borough Manager Roda briefed Borough Council on three special event permit applications; Carry the Cross, the Memorial Day Parade, and the Turkey Chase. All three events have been held previously.

Carry the Cross will be held on March 29th from 4-6:15pm. The event will be a walking processional with a tractor following for those unable to walk. Borough staff had no comments or concerns about the application.

The Memorial Day Parade will be on May 27th from 9-11:00am and will have the same route as previous years. Borough staff had no comments or concerns about the application. Vice President McCloud asked to restrict vehicular traffic on S Spruce Street for the duration of the Memorial Day Ceremony to prevent disruptions.

The Turkey Chase will be held on November 28th at 8:15-9:30am. The event is a 5K road race but there will be no street closures. Volunteers will be helping to direct runners on the course. Borough staff had no comments or concerns about the application.

It was motioned by Councilmember Schoenberger to approve the Carry the Cross, the Memorial Day Parade, and the Turkey Chase special event permit applications. Vice President McCloud seconded the motion. By unanimous vote, Borough Council approved the special event permit applications.

3. It was motioned by Vice President McCloud to deny the request for a credit for the non-use of the trash/recycling pick up service at 342 N Mount Joy Street. Councilmember Hynicker seconded the motion. By unanimous vote, Borough Council denied the request for a trash/recycling pick up service credit.

Mayor Remarks

- Mayor Mummert stated that he was happy to see movement on the sale of 101 E Plum Street.

Council Remarks

- Councilmember Hynicker had no remarks.
- Councilmember Moss had no remarks.
- Councilmember Schoenberger had no remarks.
- Vice President McCloud stated he is happy to see 101 E Plum Street being added back to the Borough tax base.

- President Hershey had no remarks but stated Borough Council would be meeting in executive session for a real estate matter, a non-uniform personnel matter, and a police personnel matter.

Adjourn

It was motioned by Councilmember Schoenberger and seconded by Vice President McCloud to adjourn. Without objection, the meeting was adjourned by President Hershey at 7:56 PM.

Respectfully Submitted,

Ann Roda
Borough Manager