

**ELIZABETHVILLE BOROUGH  
COUNCIL MEETING  
MINUTES**

**February 13, 2017**

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The Elizabethtown Borough Council met on February 13, 2017 in the Municipal Building at 68 S. Moore Street in Elizabethtown, Pennsylvania. President James Facinelli called the meeting to order at 7:00pm. The meeting opened with the Pledge of Allegiance.

**Present:**

Roll call taken with the following present: Mandy Carl, James Facinelli, Dennis Henninger, James Lodge, Gary Shadle, Fred Renn. Rodney Spicher was absent

Also present: Linus Fenicle, Borough Solicitor; Peggy Kahler, Borough Secretary; Justin Challenger, Mayor; Matt Schaffner, Maintenance Supervisor.

Guests: Donald Shutt Jr. EMC; Michael Miller, Elizabethtown Bicentennial Committee; Teresa Hughes and Patty Donnell, UDRA; Michael Wertz, and Fred Dill, Reliance Hose Company

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President Facinelli recognized Mike Wertz, President of Reliance Hose Company, who presented the Annual Financial Audit, Statistical Fire Reports for 2016 and the companies 2017 Budget. The company had 140 dispatches, with no Fire Loss in the Borough. All reports on file.

President Facinelli next recognized Mike Miller, Chairman of Bicentennial Committee. The Committee is requesting permission to do minor landscaping in the park for the upcoming Bicentennial Events.

**Amend User Agreement for Baseball Field:** Motion made by Mandy Carl, seconded by Dennis Henninger to amend the proposed User Agreement, between the Borough and the Bicentennial Committee, to extend the dates of use for the Ralph Lehman Baseball Field by three (3) weeks. Motion carried.

**Approval of Minutes:** Motion made by Dennis Henninger, seconded by Fred Renn to approve the meeting minutes of January 9, 2017 as presented. Motion carried.

Review of Correspondence: Council reviewed all correspondence with the following action.

**Employee Resignation – Part Time Maintenance:** Motion made by Fred Renn, seconded by Gary Shadle to accept Jeff Lamereaux's resignation of employment effective April 7, 2017. Motion carried.

**COMMITTEE REPORTS:**

Streets & Maintenance – J. Facinelli distributed the monthly Maintenance Report to Council. Street sweeping is scheduled for the week of March 20<sup>th</sup>; streets will be posted for no-parking during that week.

Police & Safety – R. Spicher reported it is the recommendation of the committee to advertise the Code Enforcement Officer Position.

**Vacant Employee Positions:** Motion made by Mandy Carl, seconded by Fred Renn to advertise the Code Enforcement Officer and Part Time Maintenance positions. Motion carried.

Codes Enforcement Officer - Nothing to report at this time.

Building, Lighting & Grounds – Nothing to report at this time.

Water, Refuse & Sewage – D. Henninger reported DEP accepted the Authority’s Corrective Action Plan developed to address the hydraulic overload condition at the Smith Street Pump Station. The Borough’s Garbage Collection Contract will expire December 31, 2017.

Planning & Development – J. Facinelli express concern about the fee that Democratic Gov. Tom Wolf wants municipalities to start paying for full-time state police coverage. The project fee is approximately \$25-per resident

Budget & Finance – Nothing to report at this time.

Park & Recreation – M. Carl met with Matt to discuss a list of improvements for the park, pavilion, playground and pool areas. The list includes re-grading, painting, drainage, signage and tree stump removal. Most of the items can be done in house. More energy efficient dusk to dawn lights are going to be installed at the large pavilion at an estimated cost of \$300. A quote of \$1400 was received from Trutt Landscaping for additional plantings in the park. Detailed report on file.

**Re-Stone Parking Lot:** Motion made by Mandy Carl, seconded by Dennis Henninger to approve an expense of \$1100.00 or less to re-stone the parking lot at the park. Motion carried.

**Landscaping Park:** Motion made by Mandy Carl, seconded by Dennis Henninger to allow The Bicentennial Beautification Committee to accept responsibility for landscaping around the bandstand. The Committee accepted the quote of \$1400 from Trutt Landscaping; they will oversee and coordinate the project. Motion carried.

COG – No representation at the monthly meetings.

Insurance – Nothing to report at this time.

Personnel – Nothing to report at this time.

IT – M. Carl reported that a new desktop computer /keyboard and mouse were replaced in the CEO office. Dropbox (for file storage) and carbonite (for off-site backup) was added to both accounts. Master Password list is being updated. CEO emails are being checked until a replacement is hired. Report on file.

Mayor’s Report: J. Challenger addressed a letter from Dauphin County Conservation District. Funding is available through the Dirt and Gravel Road Program for environmentally sensitive maintenance road projects. He believes several areas in the Borough were identified as likely projects for funding.

Solicitor’s Report – Nothing to report at this time.

Engineer’s Report – On February 24<sup>th</sup> Raudenbush Engineering is scheduled to view Clearfield Street and the curbing in that area that needs replaced before the summer paving project.

**UNFINISHED BUSINESS:**

Civil Defense Siren – Council is still looking to fund this project. Subject still pending.

Ralph Lehman Baseball Field User Agreement – Action taken to modify the agreement. Signed agreement still pending.

UDRA Report- The Profit and Loss Statement provided is the same report Council received in September. Again there is no detail provided for number of memberships, daily admissions and fund raisers. More specifically the matching deposits for the admission window and concession stand for the June, July and August cannot be explained. It is uncertain if UDRA has any outstanding bills except to the Borough for utility cost in excess of the capped amount in the lease. The background checks and lifeguard certifications were just received this month.

Welcome to Elizabethville Signs – A 50% deposit (\$1,492.92) was issued to FastSigns Inc. for three new signs. Delivery and installation should occur in mid-March.

NEW BUSINESS:

**Resolution 2017-01:** Motion made by Fred Renn, seconded by Dennis Henninger to approve and adopt the Emergency Operations Plan; for the purpose of prevention and minimization of injury and damage caused by a major emergency or disaster. Motion carried.

**Local Service Tax:** Motion made by Dennis Henninger, seconded by Fred Renn to give Reliance Hose Company \$3,586.11 which represents 25% of Local Service Tax revenue collected in 2016. Motion carried.

**VISA Credit Card:** Motion made by Fred Renn, seconded by Jim Lodge authorizing the Borough Secretary to complete an application for a VISA Business Credit Card, through Mid Penn Bank. Motion carried.

**LED Bulb Conversion Program:** Motion made by Fred Renn, seconded by Gary Shadle authorizing Council President to sign an agreement with PPL for the purpose of converting all street light lamps to LED bulbs. There will be no charge to the Borough to switch approximately 123 lights; monthly savings is estimated at \$59. Motion carried.

REVIEW OF FINANCIAL REPORTS:

Motion made by Gary Shadle, seconded by Dennis Henninger to accept the Financial Reports as presented. Roll Call vote: M. Carl (yes); J. Facinelli (yes); D. Henninger, (yes); J. Lodge (yes); F. Renn (yes); G. Shadle, (yes) Motion carried.

Total Revenue	\$ 20,399.71
Total Expenditures	\$ 24,108.25

**Adjourn:** Meeting adjourned at 8:40 pm.

Respectively submitted,

  
Peggy B. Kahler  
Borough Secretary