

April 8, 2024

1. Call to Order
2. Roll Call
3. Review minutes of March 11, 2024
4. Executive Session – Discuss a) Codes Enforcement Officer evaluation b) Maintenance Supervisor
5. Additions to Agenda
6. Acknowledge of Guests
7. Review of Correspondence
 - A. E-ville Community Volunteer Association
 - B. Reliance Hose thank you letter
8. Committee Reports
 - Budget & Finance – Doug Charles
 - A. First quarter budget report
 - Parks & Rec – Tim Matter
 - A. Elizabethville Athletic Association lease revisions
 - Personnel & Safety – Doug Charles
 - Insurance – Marie Herb
 - A. Discuss alternative payment options for Building/Liability/Workman's Comp insurance
 - Streets & Maintenance – Kyle Groff
 - A. Maintenance report – see attached
 - B. Drainage issues/paving
 - Planning & Development – Kyle Groff
 - Water, Sewer, Trash – Peggy Kahler
 - Building, Lighting & Grounds – Pat Welker
 - A. Pest control contract renewal – West Wind Pest Control
9. Mayor's Report
10. EMC Report – Donald Shutt
11. Code Enforcement Report
 - A. Monthly report attached
 - B. Recreational Fires (attached)
 - C. Dumpster ordinance and permit proposal (attached)
 - D. Shed variance request (attached – Clint and Diana Hoffman) April
 - E. Parking Permit Application (New) for both personal and handicapped
12. Solicitor's Report
13. Engineer's Report
14. Unfinished Business
 - A. C.M. High traffic light quote
 - B. Boro and dump signs
 - C. Pavilion update
 - D. Gary's New Look floor waxing quote
15. New Business
 - A. Copier quotes
 - B. C.M. High Maintenance Contract
16. Review of Financials
17. Local Service Tax – 25% to local fire company
18. Adjournment

Those present should know that this meeting is being audio-taped. All tapes and/or digital recordings are destroyed after the minutes are prepared and approved by Borough Council.

ELIZABETHVILLE BOROUGH COUNCIL

MINUTES

April 8, 2024

The Elizabethtown Borough Council met April 8, 2024 at Elizabethtown Borough Building 68 South Moore Street, Elizabethtown Pa 17023. President of Council Dennis Henninger called the meeting to order at 7:00 pm. The meeting opened with the Pledge of Allegiance.

Present:

Roll call taken with the following present: Timothy Matter, Patrick Welker, Kyle Groff, Marie Herb, Peggy Kahler and Dennis Henninger. Doug Charles not present.

Guests: Linda Evans, Scott Deitrich, Diana Hoffman, Clint Hoffman, borough residents and Britt Sheber, township resident.

Also present: Linus Fenicle, Solicitor; Matt Schaffner, Maintenance Supervisor; and Donald Shutt, EMC representative.

Approval of Minutes- Motion made by **P. Kahler**, seconded by **K. Groff** to approve the regular meeting minutes for March 11, 2024. **Motion carried.**

Executive Session: Discussion of Codes Enforcement evaluation and Maintenance Supervisor. **P. Welker** made motion to move to executive session at 7:02 pm to discuss Code Enforcement Officer's evaluation. **T. Matter** seconded it. **Motion carried.** Executive Session ended 7:20 pm.

Additions to Agenda: Dave Miller Penn Dot Bidding (**Streets and Maintenance**)

Acknowledgement of Guests: Diana and Clint Hoffman attended to answer any questions concerning their variance application (**Code Enforcement Officer report**) and Scott Deitrich is their neighbor to address his approval of said variance that borders his property. Britt Sheber is new to the area and just visiting.

Review of Correspondence: Elizabethtown Community Volunteer Association requesting to hold Yard Sale days on June 7 and 8, 2024. **T. Matter** made motion to approve and **M. Herb** seconded the motion. **Motion carried.**

Acknowledged thank you letter from Reliance Hose Fire Company thanking the borough for helping with tree removal.

COMMITTEE REPORTS:

Streets and Maintenance: David Miller, borough engineer requested approval to advertise road pave bidding that includes the drainage improvements he provided last month. The streets included are Cherry, Lyter, and Arch. **P. Kahler** made the motion to approve and **P. Welker** seconded the motion. **Motion carried.** Council requested bids be advertised immediately so they can be voted on at May meeting. Kyle Groff reported he is still looking into Bender Street and if it is eligible under the CDBG Grant.

Personnel & Safety: Kyle recommended retaining Code Enforcement Officer since his probation period ended. **K. Groff** made motion to approve retaining CEO and a 5% pay raise which both will be effective next pay period, **P. Welker** seconded it. **Roll call vote all Yes.**

Code Enforcement Officer-

b) New burning ordinance

c) a new dumpster ordinance and permit application,

e) a new parking permit. **K. Groff** made the motion to approve b, c, e and **T. Matter** seconded it.

Motion Carried. Roll call vote all Yes.

d) Shed variance request for Clint and Diana Hoffman was presented and **T. Matter** made the motion to approve and **P. Welker** seconded it. **Motion carried.**

Building, Lighting & Grounds- West Wind Pest Control did not submit an estimate for the carpenter bee issue at the park pavilion. Maintenance has new camera and it will be installed shortly.

Water, Sewage & Refuse- Peggy Kahler suggested councils help and presence for May's Clean-up Day.

Planning & Development- nothing report.

Budget & Finance- nothing to report.

Parks & Rec- Tim Matter reported on Earth Day volunteers and our maintenance crew will be working from 9 am to noon. It was suggested to purchase No Dogs Allowed on the Athletic Fields signs due to a complaint from the Little League members that after they prep the field residents are letting their dogs run and do their business on the fields. Council also made the recommendation that Little League has permission to lock the fields after prep and then leave them unlocked after their games. **P. Kahler** made the motion to approve both signs and locking the field and **M. Herb** seconded the motion. **Motion carried.**

Revisions to the Elizabethville Athletic Association lease were presented and **P. Welker** made a motion to approve them and **P. Kahler** seconded them. **Motion carried.**

Insurance – Marie Herb and Peggy Kahler met with Deibler, Straub, and Troutman about the borough's insurance policies. Due to the time of year, it was decided to forego new quotes until preparations are being done for 2025. It was suggested that to save the borough from possible cancellation issues due to late payments through the mail system that the borough consider going

to semi-annual EFT payments. This method would save the borough money through an EFT discount and on monthly check fees. **P. Kahler** made the motion to approve and **P. Welker** seconded it. **Motion carried.**

COG – nothing to report.

Mayors Report- nothing to report.

Solicitor Report- Three approved ordinances will be updated and Linus will send a letter to Walmart requesting to use traffic light improvements funding they donated to the borough for such improvements as adding an audible walk light. There will be a designated time period of two weeks for response.

Engineer Report: nothing to report.

EMC Report – Don Shutt did attend the required EMC classes and the borough will get a letter for reimbursement of a portion of cost that was approved at a previous meeting.

UNFINISHED BUSINESS:

C.M. High Traffic light improvement quote vote was pushed to next meeting, pending response from Solicitor letter to Walmart.

Maintenance was reaching out U.S. Municipal to purchase new dump sign with updated hours ‘sunrise to sunset’ and the borough office phone number. **T. Matter** made the motion to approve up to \$100 for new sign and **M. Herb** seconded it. **Motion carried.**

Peggy Kahler presented update on the pavilion that Barry Isett had everything they needed to file for a permit and we were awaiting an answer.

Gary’s New Look floor waxing quote \$1,480.00 was presented to get the borough office floors stripped, waxed and buffed. **P. Kahler** made the motion to approve and **P. Welker** seconded it. **Motion carried.**

NEW BUSINESS:

Heidi Mace, Secretary presented three estimates:

DOCEO - \$3,875.00

Epsom - \$5,599.00

Capital Business Solutions - \$2,908.00 for new copier in the borough office. **T. Matter** made the motion to approve Capital Business Solutions and **K. Groff** seconded it. **Motion carried.**

C.M. High Maintenance contract was presented for renewal. **P. Kahler** made the motion to approve and retain their services and **P. Welker** seconded it. **Motion carried.**

Dennis Henninger announced April 11th there will be a school district meeting regarding the land acquisition and he will be serving on the committee as the borough representative.

Dennis also asked for a council representative for the April 18th COG meeting being held at the Washington Township building.

REVIEW OF FINANCIAL REPORTS:

TOTAL REVENUE **\$ 128,452.94**

TOTAL EXPENDITURES **\$ 38,456.46**

Motion made by **K. Groff**, seconded by **P. Kahler** to accept the financial report and payment of bills as presented. Copy is on file. **Roll call voted all Yes.**

Motion was made to approve 25% of the borough's Local Service Tax be allocated to the local Reliance Hose Fire Company #1. **P. Kahler** made the motion to approve and **T. Matter** seconded the motion. **Motion carried.**

Adjourn- Motion made by **K. Groff**, seconded by **P. Welker** to adjourn the meeting at 8:13 pm. **Motion carried.**

Respectively Submitted,

Heidi P. Mace
Borough Secretary/Treasurer