

**September 9, 2024**  
**ELIZABETHVILLE BOROUGH**

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Review minutes of August 12, 2024, August 28, & September 4, 2024
- E. Executive Session
- F. Additions to Agenda
- G. Acknowledge of Guests
  - A. Camden Koppenhaver
  - B. Marilyn Henninger – tax collector
- H. Review of Correspondence
  - A. Halloween parade
  - B. Trick or Trot 5K
- I. Committee Reports
  - Budget & Finance – Doug Charles
  - Parks & Rec – Tim Matter
    - A. Dance pad
  - Personnel & Safety – Doug Charles
    - A. Approval to change Maintenance Employee Uniform Allowance in personnel policy manual
  - Insurance – Marie Herb
    - A. PP&L update
  - Streets & Maintenance – Kyle Groff
    - A. Maintenance report
    - B. Equipment estimates for purchase to aid with sewer camera
  - Planning & Development – Kyle Groff
  - Water, Sewer, Trash – Peggy Kahler
  - Building, Lighting & Grounds – Pat Welker
    - A. On demand water heater for Moore St. garage
    - B. Nano estimate – mold
- J. Mayor’s Report
- K. EMC Report
- L. Code Enforcement Report
  - A. Monthly report attached
- M. Solicitor’s Report
- N. Engineer’s Report
  - A. Bender Street information and quote (Grant)
- O. Unfinished Business
  - A. Junior Council Program
  - B. Fire tax meeting follow-up
- P. New Business
  - A. 2025 Pension Agreement
  - B. Trick or Treat October 31, 2024 – same as Washington Township
- Q. Review of Financials
  - A. Approve financials and payment of invoices
- R. Adjournment

# ELIZABETHVILLE BOROUGH COUNCIL

## MINUTES

September 9, 2024

---

The Elizabethtown Borough Council met September 9, 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, Marie Herb, Peggy Kahler, and Dennis Henninger. Doug Charles, Patrick Welker, and Kyle Groff not present.**

**Guests:** Camden Koppenhaver – Troop 86, Lee Kopp – Troop 86, Marilyn Henninger – Tax collector, Brent Hautle – Borough resident, and David Miller – Borough engineer.

**Also present:** Linus Fenicle, Solicitor; Matt Schaffner, Maintenance Supervisor; Jim Miller, Code Enforcement Officer; and Donald Shutt, EMC representative.

**Approval of Minutes-** Motion made by **P. Kahler**, seconded by **M. Herb** to approve the regular meeting minutes for August 12, 2024. **Motion carried.**

**Executive Session:** none

**Additions to Agenda:** SOS estimate for backhoe repairs. **T. Matter** made the motion to add this to the agenda, seconded by **M. Herb**. **Motion carried.**

**Acknowledgement of Guests:** Camden Koppenhaver introduced himself as an Eagle Scout candidate Troop 86 and his proposal to renew the concrete star in the park. He will raise the funds to do the project and will be done by April. **T. Matter** made the motion to donate \$200 towards the project from the borough general fund and allow him to move forward with the project. **P. Kahler** seconded that motion. **Motion carried.**

Marilyn Henninger read her resignation letter to the Council after 37 years of service. Her resignation will be effective December 31, 2024. Julie Leitzel has been shadowing her and is prepared to be nominated as Deputy Tax Collector until December 31, 2024 and then resume Marilyn's duties for the last year of her 2025 term. **M. Herb** made the motion to accept Marilyn's resignation. **T. Matter** seconded the motion. **T. Matter** made the motion to appoint Julie as Deputy Tax Collector. **P. Kahler** seconded the motion. **Both motions carried.**

**Review of Correspondence:** Elizabethtown Community Volunteer Association presented a letter to hold the Annual Halloween Parade on Monday, October 28, 2024. **M. Herb** made the motion to approve the parade and its route. **P. Kahler** seconded the motion. **Motion carried.**

UDA Trojan Educational Foundation presented a letter to hold their Annual Trick or Trot 5K on Sunday, October 27, 2024. **P. Kahler** made the motion to approve the Trick or Trot 5K event. **M. Herb** seconded the motion. **Motion carried.**

#### **COMMITTEE REPORTS:**

**Budget & Finance** – Budget meetings were held and 95% of the budget is complete. No more meetings are needed.

**Parks & Rec-** The summer bands and attendance were outstanding. Additional security in the form of cameras are needed at the park due to damage to the park toys, bandstand and tables.

**Streets and Maintenance:** Estimate was given for the sewer camera equipment. **T. Matter** made the motion to table until next meeting to gather additional information. **P. Kahler** seconded the motion. **Motion carried.**

**Planning & Development-** Nothing to report.

**Water, Sewage & Refuse-** Fall Clean-up is scheduled for October 12, 2024, any help would be appreciated. Matt was asked to check on renting a backhoe in case Travis is not available with their backhoe at the Authority.

**Building, Lighting & Grounds-** On demand water heater is needed for the Moore Street building. **T. Matter** made the motion to table until next meeting so additional estimates could be presented. **M. Herb** seconded the motion. **Motion carried.**

Mold was found in the meeting room, EMS room and storage room. An estimate was received for \$2,000.00 to treat the building from Wilbur Hull Nano Cleaning. **P. Kahler** made the motion to accept the quote and have the work done. **T. Matter** seconded the motion. **Motion carried.**

**Personnel & Safety** – Manual revision was presented for maintenance clothing allowance in Section 3.9 Maintenance Employee Uniform Allowance. The revision will give 60% of the budgeted amount to full-time employee and 40% to part-time employee. **P. Kahler** made the motion to accept the revision. **T. Matter** seconded the motion. **Motion carried.**

**Insurance** – Marie spoke to PP&L about the damage done by the July storm. They said we could submit a damage claim but most likely it will get rejected due to the fact their lines are insulated and it was an act of God.

**COG** – nothing to report.

**Mayors Report-** nothing to report.

**Solicitor Report** – nothing to report.

**Engineer Report** – Paving project has been completed.

Bender Street pipe is over 250 feet long and a permit will be needed to move further with any repairs. DEP suggested a general permit #11 but won't approve for over 100 feet. Engineer suggested a Joint Permit application which makes it more complicated and more work. The engineer inquired if we would be willing to get a grant. Council requested why the business owner the pipe is under isn't responsible for the work? What if we do nothing about it? Engineer said we take the chance of sink holes and if we want to pave it will need to be repaired. Council suggested camera scope be done before the next meeting.

**EMC Report** – Don Shutt will hand in his expenses for the 2025 budget, which will include a new pager.

**Code Enforcement Officer**- Work continues on the house on North Street and Store remodel on E. Main Street. Work has begun on the new house on W. Broad Street. Final notice letter sent to Frontier concerning their \$100 fine that was due 8/31/2024 and charges will be filed. After they received their UCC permit a new 40 x 60 pole building is to be constructed on Diamond Avenue property. There is a potential buyer for Washington Hotel.

### **UNFINISHED BUSINESS:**

Junior Council tabled until October.

Fire Tax meeting was held at Washington Township and Marie Herb and Doug Charles attended. Reliance Hose Company #1 proposed a milage tax rate hike to help them bring in more funding due to rising costs. Marie reported that Washington Township raised taxes last year so they are hesitant about raising them again. If grants Washington Township applied for come through that will help them make a better decision on their funding. Doug Charles suggested if we raise milage 1.05 instead of the suggested 1.25 milage which would be about a \$3/month increase that could be given for the Fire Company.

### **NEW BUSINESS:**

2025 Pension agreement was presented from Principal. **P. Kahler** made a motion to accept it. **T. Matter** seconded the motion. **Motion carried.**

Trick or Treat was presented to be October 31, 2024 from 6 to 8 pm. **M. Herb** made the motion to approve. **P. Kahler** seconded the motion. **Motion carried.**

Backhoe repairs and estimate were presented. **P. Kahler** made the motion to approve getting the leak taken care of, 1000-hour service, and the 2000-hour preventive services done. **T. Matter** seconded the motion. **Motion carried.**

Firehouse is holding their Open House on Saturday, September 28, 2024 from 1 to 3 pm.



