November 11, 2024 ELIZABETHVILLE BOROUGH

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Roll Call
- 4. Review minutes of October 14, 2024
- 5. Executive Session
- 6. Additions to Agenda
- 7. Acknowledge of Guests
- 8. Review of Correspondence
- 9. Committee Reports

Budget & Finance - Doug Charles

A. Approve 2025 budget for advertisement

Parks & Rec - Tim Matter

A. Security cameras in the park

Personnel & Safety - Doug Charles

- A. Employees vision/dental insurance change for handbook
- B. 2025 salary increases
- C. New out of office sheet
- D. Full time employee medical insurance cost sharing

Insurance - Marie Herb

Streets & Maintenance - Kyle Groff

- A. Maintenance report
- B. Trailer purchase

Planning & Development - Kyle Groff

Water, Sewer, Trash - Peggy Kahler

Building, Lighting & Grounds - Pat Welker

- 10. Mayor's Report
- 11. EMC Report
- 12. Code Enforcement Report
 - A. Monthly report attached
- 13. Solicitor's Report
- 14. Engineer's Report
 - A. Zigner water complaint
- 15. Unfinished Business
 - A. Junior Council
 - B. On Demand water heater
 - C. Fire tax discussion
 - D. Bender St.
- 16. New Business
 - A. Brian McFeathers Sewage Enforcement Officer contract
 - B. COG municipalities fees for EMS study
- 17. Review of Financials
- 18. Adjournment

ELIZABETHVILLE BOROUGH COUNCIL

MINUTES

November 11, 2024

The Elizabethville Borough Council met November 11, 2024 at Elizabethville Borough Building 68 South Moore Street, Elizabethville 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, Peggy Kahler, and Dennis Henninger. Doug Charles, Kyle Groff. Patrick Welker and Marie Herb not present.

Guests: Brandi Weiss, Borough resident; Christian Wright, Borough resident.

Also present: David Miller, Benesch engineer, Matt Schaffner, Maintenance Supervisor, Jim Miller, Code Enforcement Officer and Donald Shutt, EMC representative.

<u>Approval of Minutes-</u> Motion made by **T. Matter**, seconded by **P. Kayler** to approve the regular meeting minutes for October 14, 2024. **Motion carried.**

Executive Session: None.

Additions to Agenda: None.

<u>Acknowledgement of Guests:</u> Brandi Weiss was in attendance to discuss her permit request and Christian Wright was present to observe. David Miller was invited by Council to discuss Bender Street and Zigner complaint.

Review of Correspondence: None. Dennis Henninger shared the UDA Housing Project will be coming before the Council to ask them to consider abandoning Snyder Alley and extending Franklin Street to their project development. There are sewer lines in the alley. More information to follow.

COMMITTEE REPORTS:

Budget & Finance – 2025 budget was presented. **D. Charles** made the motion to advertise and present final budget at December meeting, **T. Matter** seconded the motion. **Motion carried.**

Parks & Rec- Security camera estimate (Amazon \$1,380.76) were presented due to the recent vandalism and people sleeping in the park. Kyle Groff suggested also ordering signs to alert people that there is camera surveillance. **T. Matter** made the motion to purchase the cameras and signs, **P. Kahler** seconded the motion. **Motion carried.**

Tim Matter removed the flag at the Little League field as it was torn and worn.

Streets and Maintenance - Kyle Groff presented five quotes for a trailer purchase. It was suggested to check on CoStar pricing with the final quote. **T. Matter** made the motion to go with quote #4 (\$4,430.25) after CoStar pricing was confirmed, **K. Groff** seconded the motion. **Motion carried.**

Planning & Development - Nothing to report.

Water, Sewage & Refuse - Nothing to report.

Building, Lighting & Grounds - Nothing to report.

Personnel & Safety – Update was presented to update personnel handbook that an employee must work a minimum of 20 hours to be considered for dental and vision insurance. **D. Charles** made the motion to make the change to handbook, **K. Groff** seconded the motion. **Motion carried.**

2025 salary actions were tabled until December. **D. Charles** made the motion to table discussion, **K. Groff** seconded the motion. **Motion carried.**

New Out of Office sheet was presented for borough employees to log their hours who perform their duties outside of office hours and are unable to get to the office to punch in and out of time clock. **D. Charles** made the motion, **K. Groff** seconded the motion. **Motion carried.**

Rising insurance coverage costs were discussed and it was suggested to implement a 5% employee cost sharing program for 2025 on medical insurance only. Cost sharing would begin January 1, 2025 and continue on indefinitely. **D. Charles** made the motion to introduce a 5% employee cost sharing program on medical insurance, **T. Matter** seconded it. **Motion carried.**

Insurance - Nothing to report.

COG – Nothing to report.

Mayors Report- nothing to report.

Solicitor Report – nothing to report.

Engineer Report - Zigner complaint was investigated and the Engineer does not see where the water is coming from and concluded there is nothing the borough can do. It appears it is a ground water issue and a new pipe would not fix the problem. If the water in their basement would be tested by the resident and concluded to have chlorine in it we would refer them to the Elizabethville Area Authority for further testing. Engineer was confident that it is not a borough issue and this complaint is closed. Additional paperwork from the Engineer will be forthcoming for the resident.

Traffic light was looked at and a permit will be submitted shortly to Penn Dot concerning the upgrade to the LPI.

Engineer and borough maintenance crew ran the camera through the pipe under Bender Street. They could go about 15-18 feet but couldn't make it under the intersection. The inlet behind Kratzer's Hardware was also viewed about 20 feet but there was 60 feet they couldn't see. It was determined the pipe is in rough shape and Engineer is going to look into breaking up the project in three parts (under intersection, under Bender and then under Pine). This will be a six-figure project and grants will need to be secured to carry out all three street projects. Engineer suggested the Streets committee work with him to lay out a plan on which street project to do first, second and third.

EMC Report – Don Shutt handed in training reimbursement to Secretary. He invited Council to the Intro to Continuity of Government meeting on January 25th at the Millersburg Borough building.

He said most municipalities in the area are working on conserving water due to the drought.

Code Enforcement Officer- Jim Miller is currently working with the Jehovah Witness Church members on securing a permit for the portable building they erected on their property. He is waiting for their drawings to submit a permit.

Brandi Weiss was in attendance to answer questions on her permit she submitted for a temporary garage canopy she already erected on borough property. CEO stated that it doesn't meet setbacks and she needs a variance hearing. Solicitor was not in attendance for further guidance so discussion was tabled to December.

332 W. Main Street - CEO sent new management company pictures and a letter of fines on this property.

UNFINISHED BUSINESS:

Secretary presented information on introducing the Junior Council Program to UDA students who live in the borough. **T. Matter** made the motion to move forward with the program, **K. Groff** seconded the motion. **Motion carried.**

On Demand water heater, with Council's consent has been taken off the agenda.

Doug Charles spoke with Washington Township about their decision to raise the fire tax which they replied they unanimously voted to not increase the fire tax. Discussion was tabled until Doug could speak with the Reliance Hose Co. #1 about their feelings on accepting an increased fire tax from the borough and not the township.

NEW BUSINESS:

Brian McFeathers new 2025 Sewage Enforcement Officer contract was presented. **K. Groff** made the motion to approve the new contract, **D. Charles** seconded the motion. **Motion carried.**

COG requested funds from every municipality gauged by the number of residents in each. Council tabled this motion until next month when they can reach out and get more information on what the funding would be used for exactly.

The borough co-sponsored three gaming grants (Authority, Borough, and Fire Company) and it was asked that Council consider their priority list for when or if the gaming committee asks them to be prioritized of importance to the borough. It was tabled until December meeting.

REVIEW OF FINANCIAL REPORTS:

TOTAL REVENUE \$ 11,638.40

TOTAL EXPENDITURES \$ 50,945.26

T. Matter made motion to approve financials and paying invoices. K. Groff seconded the motion. Motion carried. Roll call all voted Yes, Patrick Welker and Marie Herb absent. Reports are on file.

Adjourn- D. Charles made motion to adjourn meeting at 8:39 pm. and **K. Groff** seconded the motion. **Motion** carried.

Respectively Submitted,

Heidi P. Mace Borough Secretary