

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.

Approval of Minutes- 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.

Acknowledgement of Guests: 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.

