

April 14, 2025
ELIZABETHVILLE BOROUGH

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Review minutes of March 10, 2025
5. Executive Session
6. Additions to Agenda
7. Acknowledgement of Guests
 - A. Jared Shade, UDASD Superintendent
8. Review of Correspondence
 - A. Elizabethville Volunteer Area Association
9. Committee Reports
 - Budget & Finance – Doug Charles
 - Parks & Rec – Tim Matter
 - A. T & G Services quote for 2025 weed whacking
 - B. Engineer costs for park plan
 - C. Request for park address
 - Personnel & Safety – Doug Charles
 - Insurance – Marie Herb
 - A. New insurance quotes
 - Streets & Maintenance – Kyle Groff
 - Planning & Development – Kyle Groff
 - Water, Sewer, Trash – Peggy Kahler
 - Building, Lighting & Grounds – Tim Matter
10. Mayor's Report
11. EMC Report
 - A. COG meeting date
 - B. Resolution
 - C. Strategy plan
12. Maintenance Supervisor Report
13. Code Enforcement Report
 - A. Monthly report attached
 - B. Chicken coop ordinance update
 - C. Swimming pool state law awareness and requirements
 - D. 32 N. Market St.
14. Solicitor's Report
 - A. Arch Street
15. Engineer's Report
 - A. Bender Street recommendations
16. Unfinished Business
 - A. Hillcrest follow-up
 - B. Arch Street follow-up
 - C. Historical Society pipe replacement estimates
 - D. Woodwise bill
17. New Business
 - A. CD renewals
 - B. Closure of Maple Alley – June 21 Wally Troutman
18. Review of Financials
19. Adjournment

ELIZABETHVILLE BOROUGH COUNCIL

MINUTES

April 14, 2025

The Elizabethtown Borough Council met April 14, 2025 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, Peggy Kahler, Dennis Henninger. Doug Charles, Marie Herb, Valerie Miller, and Kyle Groff.

Guests: Kathy Bordner, Judy Zigner, Dennis Weaver, Connie Enders and Valerie Weaver, all borough residents; William Burch of Burch Associates; and Jared Shade from Upper Dauphin School District.

Also present: Linus Fenicle, Solicitor, David Miller, 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. Kahler** to approve the regular meeting minutes for March 10, 2025. **Motion carried.**

Additions to Agenda: NDCS request under New Business.

Acknowledgement of Guests: Jared Shade, Superintendent for UDASD acknowledged the board and thanked them for all they do. He shared the UDASD plans to break ground on a home development August 1, 2025. This development will have 29 homes partially built by students from UDA and surrounding districts. UDASD has met challenges with their scoping application permit to begin work on the construction road. William Burch of Burch Associates joined the conversation to share Phase #1 of the project as Franklin St. needs to be extended and widened 10 feet and existing sheds that prohibit this needed moved. This will help move their scoping application permit move forward. David Miller, Borough engineer agreed and stated that the Elizabethtown Area Authority will need to be in on decision as well.

Review of Correspondence: Elizabethtown Area Volunteer Association presented a request asking for the normal road blocks to be placed for the annual Yard and Craft Days on June 6 and 7, 2025. **K. Groff** made the motion to approve the road blocks for these two days from 7 am to 3 pm. **M. Herb** seconded the motion. **Motion carried.**

COMMITTEE REPORTS:

Budget & Finance – Nothing to report.

Parks & Rec- T & G Services submitted a quote for 2025 weed whacking. **P. Kahler** made the motion to approve as this funding is in the 2025 budget. **D. Charles** seconded it. **Motion carried.**

Possible new Park plans include new restrooms, paving, and new bleachers at the little league field. Grants will be pursued and site design plans will be needed. The Parks & Rec committee is requesting the borough use part of the engineer budget to have him prepare these design plans so they can begin seeking grants. **K. Groff** made the motion to approve having the engineer costs be covered by the borough's engineer budget. **D. Charles** seconded the motion. **Motion carried.**

UDAHS in partnership with the Borough asked for the Borough's help in securing a numbered address for the park. This is in response to Frontier Communications being unable to put in a fiber optic line so UDA baseball games can be live streamed. Council made the point having a numbered address would also be beneficial in case of an emergency at the park and emergency services needed to be dispatched. **T. Matter** made the motion to request a numbered address for the park from the County. **D. Charles** seconded the motion. **Motion carried.**

Little League Association made a request to put in two cement containers to store cracker and field dust. They also requested borough maintenance to level the land before they do so. **T. Matter** made the motion to approve the containers and maintenance help in prepping the land. **P. Kahler** seconded the motion. **Motion carried.**

Streets and Maintenance – Maintenance supervisor said there was too much rain so they were unable to crack seal while streets were already marked for no parking for street sweeping. He requested they be marked again for a few days to finish this project. **K. Groff** made the motion to allow the Streets and Maintenance committee to make that decision rather than Council. **M. Herb** seconded the motion. **Motion carried.**

Planning & Development - Nothing to report.

Water, Sewage & Refuse – Spring Clean-up Day was announced for May 3rd 2025 and Council was asked to volunteer their time for this event.

Building, Lighting & Grounds – Nothing to report.

Personnel & Safety – Nothing to report.

Insurance – Marie Herb shared quotes showing McKee Risk Insurance was coming in \$2,000/year less than who Council currently had coverage under, EMC Insurance. **M. Herb** made the motion to accept the new quote and change to McKee Risk. Quotes are on file. **T. Matter** seconded that motion. **Motion carried. Roll call was taken, all were a yes.**

COG – Next COG meetings are scheduled for April 17th and July 17th.

Mayors Report- American Legion requested signs on Market Street at the Legion be put up for the Memorial Day Parade. The borough cannot put signs on a state road. It was also suggested the Legion put in a letter requesting the street closures for their Memorial Day Parade so a Special Permit can be obtained from Penn Dot.

Solicitor Report – Linus Fenicle shared his findings on the Arch Street and old railroad bed property issues. In 1995 a quick claim transferred any interest of the railroad property to the borough. He cannot find the property returned to anyone else with any certainty. The deed on record shows the borough owns 80 feet of property from the railroad bed. Current residents park on this property and it is up to the borough if they will continue to allow them to park there. No action at this time is needed on the borough's behalf. Borough residents present at the meeting just wanted clarification if they can continue to maintain and park on the borough property. The borough does not plan on adding any 'No Parking' signs and residents can continue to maintain and park there. However, no tents, portable car ports, etc. will be allowed to be erected on the property.

Engineer Report – Engineer David Miller presented Bender Street recommendations and Council discussed moving forward with Option #2 which was: *replacing the parallel pipe under Bender. With design, permit, and bidding documents professional service fees are likely \$12-\$15K with construction at \$60-65K, with the caveat that design has not been completed to do a formal cost estimate.* He suggested Council begins looking for grants or use reserve funding for this project. More costs and specs will be ready for the May meeting. **D. Charles** made the motion to move forward with option #2. **T. Matter** seconded the motion. **Motion carried.**

Engineer gave a list of streets to be paved in 2025. **K. Groff** made a motion to use Liquid Fuels and ARPA funding to finance the paving project. He also in the same motion is authorizing engineer to begin advertising for paving bids. **M. Herb** seconded the motion. **Motion carried.**
Roll call and all voted Yes.

Engineer gave an update on the signal permit and stated that he reached out to PennDOT for update and has had no response.

EMC Report – New Resolution was proposed and up for signature that mandates the borough to prepare, maintain, and keep a current emergency operations plan on file for the prevention and minimalization of injury and damage caused by a major emergency or disaster within the borough. **P. Kahler** made the motion to accept and sign the Resolution 2025-02. **K. Groff** seconded the motion. **Motion carried.**

Don Shutt will be attending EMS meeting next month that will be shared with three other municipalities at a cost of \$31.25 each.

Don Shutt went over the strategy plan that was discussed at the Perry County EMS meeting last month. Objective #1 is there is no good public relations with the public and so they proposed setting up at the annual Millersburg Cherry Blossum Festival and Fisherville Days. They put out a request for all elected officials to show up at meetings so everyone knows what is going on.

Code Enforcement Officer- Three unpaid and no contact citations were sent to the District Magistrate office for collection of payment.

CEO continued to provide information on chicken ordinance and suggested re-doing the whole domestic and non-domestic animal ordinances. He will present new chicken ordinance for approval at May meeting.

There has been increased awareness of residents who are not adhering to the State's swimming pool guidelines.

32 N. Market Street owner has reimbursed the borough for the work done on the hazardous siding situation. The engineer did comment that the front sill beam does look like it needs to be repaired because the current situation is unsafe.

Light-Heigl is talking with owners of the empty lot behind the Kepler Home about putting storage sheds on the property.

UNFINISHED BUSINESS:

Hillcrest quote was presented for summer spraying. **P. Kahler** made the motion to accept and have them do the summer spraying. **K. Groff** seconded the motion. **Motion carried.**

Historical Society pipe replacement will be done by maintenance crew in-house.

A Woodwise bill was submitted for reimbursement to township resident who paid the bill. Discussion ensued on why if it was a tree on borough property the resident called Woodwise and paid the bill and is looking for reimbursement. The resident claimed there was imminent danger to her house from the tree. Council cannot approve to reimburse a resident. **P. Kahler** made the motion to pay Woodwise if they sent us a bill and reimbursed the resident. **T. Matter** seconded the motion. **Motion carried.**

NEW BUSINESS:

Current borough CDs are coming due in May and a plan for renewal was proposed. Council tabled the decision until May meeting.

Wally Troutman presented a request to close Maple Alley from Church to Callowhill Street for a day to have an auction at his garage. **P. Kahler** made the motion to approve. **D. Charles** seconded the motion. **Motion carried.**

Northern Dauphin Christian School's engineer submitted plans for their project in the Township due to the fact one of the exit and entrance roads for the project will be a borough street. **K. Groff** made the motion that NDCS needs to set up an escrow account for consultant fees for this project. **V. Miller** seconded the motion. **Motion carried.**

Executive Session: None.

REVIEW OF FINANCIAL REPORTS:

TOTAL REVENUE **\$ 200,616.17**

TOTAL EXPENDITURES **\$ 67,664.81**

T. Matter made motion to approve financials and paying invoices. Reports are on file. **D. Charles** seconded the motion. **Motion carried. Roll call all voted Yes.**

Adjourn- K. Groff made motion to adjourn meeting at 9:02 pm. **V. Miller** seconded the motion.
Motion carried.

Respectively Submitted,

Heidi P. Mace
Borough Secretary