

**May 12, 2025**  
**ELIZABETHVILLE BOROUGH**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Review minutes of April 14, 2025
5. Executive Session
  - A. Using Borough Secretary as grant writer
6. Additions to Agenda
7. Acknowledgement of Guests – public comment is limited to 3 minutes due to time constraints. Comments also limited to borough residents & taxpayers.
8. Review of Correspondence
  - A. Reliance Hose Co. #1 April report
9. Committee Reports
  - Budget & Finance – Doug Charles
  - Parks & Rec – Tim Matter
    - A. Men’s restroom sign
    - B. Mulch quote
    - C. Merry Go Round
  - Personnel & Safety – Doug Charles
  - Insurance – Marie Herb
  - Streets & Maintenance – Kyle Groff
    - A. Projects financial breakdowns (Bender, Historical Society, & paving)
  - Planning & Development – Kyle Groff
  - Water, Sewer, Trash – Peggy Kahler
  - Building, Lighting & Grounds – Tim Matter
10. Mayor’s Report
11. EMC Report
12. Maintenance Supervisor Report
  - A. Crosswalk quote
13. Secretary’s report
  - A. Budget review
  - B. Summer hours
  - C. Grants
14. Code Enforcement Report
  - A. Monthly report attached
  - B. Chicken ordinance
15. Solicitor’s Report
16. Engineer’s Report
  - A. Bender Street
  - B. Little League Meeting
  - C. UDASD update
17. Unfinished Business
  - A. CD renewals
18. New Business
  - A. Woodwise tree removal in the park

19. Review of Financials
20. 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

**May 12, 2025**

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The Elizabethville Borough Council met May 12, 2025 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, Dennis Henninger. Doug Charles, Marie Herb, Valerie Miller, and Kyle Groff.**

**Guests:** Dakota Boyer & Dane Schadel of Boy Scout Troop 86, Cole Boyer, James Olinger- PA State Police, and Christian Wright.

**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 **D. Charles**, seconded by **P. Kahler** to approve the regular meeting minutes for April 14, 2025. **Motion carried.**

**Executive Session:** Council went in to session at 7:11 pm regarding using the Borough Secretary as a grant writer. Session was closed at 7:29 pm, no action taken at this time.

**Additions to Agenda:** Lt. James Olinger is the new State Police Commander in Elizabethville. He introduced himself and gave a report that arrests in the borough are down from last year.

**Acknowledgement of Guests:** Dakota Boyer of Boy Scout Troop 86 is working towards his Eagle Scout badge and would like to take over the STAR project in the park. Parks & Recreation Committee said they would like to take a few days to think about. **K. Groff** made the motion to allow Parks & Recreation Committee to make that decision and contact Dakota directly. **M. Herb** seconded the motion. **Motion carried.**

**Review of Correspondence:** Reliance Hose Company #1 submitted their April report.

### COMMITTEE REPORTS:

***Budget & Finance*** – Nothing to report.

**Parks & Rec-** (A) Men's restroom sign was destroyed with paint and they requested a new one be purchased. (B) Mulch quote from King's Sawmill was submitted to purchase for the park. (C) Merry Go Round is in need of some repairs and can be done in-house. (D) Grandstands are in need of much repair and they need sprayed for carpenter bees. Taking care of both was approximately \$1200.00 so they asked council for approval to fix in-house with a cap of \$1,400.00. **P. Kahler** made the motion to approve **A, B, C & D** and **V. Miller** seconded the motion. **Motion carried.**

**Streets and Maintenance** – Maintenance submitted estimate for paint for crosswalks. **K. Groff** made the motion to have maintenance purchase paint to do borough's crosswalks. **T. Matter** seconded the motion. **Motion carried.**

(1)A cost estimate was submitted for pipe work at the Historical Society, Church Street and the firehouse. (2)Bender Street estimates were discussed from the Engineer. (3)The paving project was moving forward with bid announcement going out for return of bids by June meeting. Discussion ensued on how these three projects would be paid for using ARPA funds, Liquid Fuel money and the remaining balance coming from the General Fund. **K. Groff** made the motion to approve moving forward with all three jobs and breakdown of revenue to pay for the projects. **D. Charles** seconded it. **Motion carried. Roll Call all voted Yes.**

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

**Water, Sewage & Refuse** – Peggy Kahler thanked everyone for their help on Clean-up Day they had a lot of help and it went very well.

**Building, Lighting & Grounds** – Minor repairs were done to the building from wind damage.

Council stated to maintenance any bulk products items purchased under \$500 do not need to come for a vote at council meeting.

Maintenance agreed to do power wash the Little League dugouts to prep them for painting.

**Personnel & Safety** – Nothing to report.

**Insurance** – Marie didn't hear anything back from insurance company on new policy.

**COG** – Next COG meeting July 17<sup>th</sup>.

**Mayors Report** – Mayor was not present.

**Solicitor Report** – Nothing to report.

**Engineer Report** – Bender Street permit is progressing.

Advertising for paving is going out for bid.

Engineer met with the Little League and Council members regarding grant application plans. A cost estimate will be presented to Secretary with a sketch plan to move forward with applying for the DCNR grant. He said ten years is a realistic goal to have all phases complete. Bathrooms estimate would be \$120,000.00 so he suggested moving to plan B of the project. Phases discussed included more storage, parking, move fence/home plate to make it a certified Little League field for use by outside entities, and digging up outfield for better drainage.

Burch & Associates is asking for more information because Penn Dot needs more information and that is the hold up for the UDASD project.

**EMC Report** – May 4<sup>th</sup> training was held as a webinar. TMI survey is out for review on the County's public safety page (evacuation page).

**Secretary's Report** – Quarterly budget review given for review of Council.

Requested summer hours be Tuesday through Thursday 8 am to 1 pm. **T. Matter** made the motion to change the office hours. **M. Herb** seconded the motion. **Motion carried.**

Dauphin County Gaming grant awarded the Borough \$35,000 for the purchase of a new maintenance vehicle. The Dauphin County Tourism grant awarded the Borough \$1,656.00 to use towards their Music in the Park programs.

**Code Enforcement Officer-** Two unpaid fines were paid at the Magistrate before court date and third unpaid was ordered to pay fine by the Magistrate.

Second draft of a chicken ordinance was presented for council's review. **D Charles** made a motion to table a decision until June meeting so they had more time to review. **M. Herb** seconded the motion. **Motion carried. T. Matter voted NO.**

### **UNFINISHED BUSINESS:**

Three CDs were up for renewal and it was presented to combine two and add \$85,000 from the General Fund to the third before renewing them all for three months – which yielded the highest percentage return. **P. Kahler** made the motion to renew and **V. Miller** seconded the motion. **Motion carried. Roll call all voted Yes.**

### **NEW BUSINESS:**

Woodwise estimate was presented to remove some trees in the park. **P. Kahler** made the motion to move forward with the tree trimming and work but not to exceed \$3,000. **K. Groff** seconded the motion. **Motion carried.**

EMS feasibility report was handed out to Council members showing the problems there are and the goals COG are working towards. The next COG meeting will be held July 17, 2025 where the feasibility report will be discussed.

**REVIEW OF FINANCIAL REPORTS:**

**TOTAL REVENUE**                                **\$ 9,899.62**

**TOTAL EXPENDITURES**                        **\$ 27,045.44**

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

**Adjourn- D. Charles** made motion to adjourn meeting at 8:40 pm. **V. Miller** seconded the motion. **Motion carried.**

**Respectively Submitted,**

**Heidi P. Mace**  
**Borough Secretary**