

November 10, 2025
ELIZABETHVILLE BOROUGH

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Review minutes of October 13, 2025
5. Executive Session
 - A. Personnel wages
6. Additions to Agenda
7. Acknowledgement of Guests – By resolution public comment is limited to 3 minutes per individual.
8. Review of Correspondence
9. Committee Reports
 - Budget & Finance – Doug Charles
 - A. Approval for advertisement and adoption at December Council meeting
 - Parks & Rec – Tim Matter
 - B. New picnic table pricing
 - C. Announcer’s booth (high school field) updates
 - Personnel & Safety – Doug Charles
 - Insurance – Marie Herb
 - Streets & Maintenance – Kyle Groff
 - A. 222 W. Main Street
 - Planning & Development – Kyle Groff
 - Water, Sewer, Trash – Peggy Kahler
 - Buildings, Lighting and Grounds – Tim Matter
10. Mayor’s Report
11. EMC Report
12. Maintenance Supervisor Report
 - A. Backhoe update
13. Secretary’s report
 - A. Grant updates
 - B. Budget updates
14. Code Enforcement Report
 - A. Monthly report attached
15. Solicitor’s Report
16. Engineer’s Report
17. Unfinished Business
 - A. 200 W. Broad Street hedge
 - B. Borough building traffic
 - C. Update on traffic light
 - D. Parking permit sticker
 - E. COG 2025 bill
18. New Business
19. Review of Financials
20. Adjournment

ELIZABETHVILLE BOROUGH COUNCIL

MINUTES

November 10, 2025

The Elizabethtown Borough Council met on November 10, 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, and Kyle Groff. Valerie Miller and Marie Herb not present.

Guests: Mike Leitzel, Borough resident.

Also present: Matt Schaffner, Maintenance Supervisor, Don Shutt, EMC.

Approval of Minutes- P. Kahler made the motion to approve and D. Charles seconded the approval of the regular meeting minutes for October 13, 2025. **Motion carried.**

Executive Session: Moved to end of meeting.

Additions to Agenda: None

Acknowledgement of Guests: Mike Leitzel was in attendance to observe. He will be a new council member in 2026.

Review of Correspondence: None

COMMITTEE REPORTS:

Budget & Finance – There will be no tax increase according to the proposed 2026 budget. T. Matter made a motion to advertise the budget for review before being brought up for approval at the December meeting. K. Groff seconded the motion. **Motion carried.**

Parks & Rec – Only one new picnic table was ordered instead of two due to the increase in pricing.

Dakota Boyer finished the majority of the star project in the park however; he will work on painting it in the Spring. A pizza party for him and the volunteers was suggested as a thank you for their work on the project.

Tim Matter suggested improving the announcer's booth in 2026 but presented an estimate of the cost of the project for items to be purchased in the 2025 budget. **T. Matter** made a motion to move forward with the project contingent on a review of the lease with Upper Dauphin High School on who is responsible for maintenance. **K. Groff** seconded the motion. **Motion carried.**

Personnel & Safety – nothing to report.

Insurance – nothing to report.

Streets and Maintenance – Concerning the issue at 222 W. Main Street there is concerns about who is liable for the damage. A claim has been opened with the Borough's insurance company and **K. Groff** made a motion to table the discussion until they have more information at the December meeting. **D. Charles** seconded the motion. **Motion carried.**

Planning & Development – nothing to report.

Water, Sewer, Trash – nothing to report.

Building, Lighting & Grounds – nothing to report.

Mayor's report – Borough resident was notified of the Borough's decision to move forward with changing the light to seven second intervals on all four side and she said thank you.

EMC report – Don Shutt will be attending the November 17th meeting of the Millersburg EMS Committee.

He will also be attending the November 20th COG meeting.

He recently attended PSAB training and will be asking for reimbursement from the four municipalities he represents.

Maintenance Supervisor report – Backhoe has been repaired.

2005 maintenance truck is being inspected and the emergency brake isn't working.

John Deere tractor has a leak will bring an estimate for repairs to December meeting.

Secretary's report – nothing to report.

Code Enforcement Officer – Absent and nothing to report.

Solicitor's report – Absent, however he sent report on the hedge issue at Maple and church Streets. He would like engineer to look into the state highway easement.

Concerning the parking permit submitted for review by CEO he suggested removal of #4.

Engineer's report – Absent and nothing to report.

UNFINISHED BUSINESS:

