

February 9, 2026
ELIZABETHVILLE BOROUGH

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Review minutes of January 5, 2025 regular meeting and reorganization meeting
5. Executive Session
6. Additions to Agenda
7. Acknowledgement of Guests – By resolution public comment is limited to 3 minutes per individual.
 - A. Joe Kerwin – Eagle Scout citation presentation
8. Review of Correspondence
9. Committee Reports
 - Budget & Finance – Peggy Kahler
 - Parks & Rec – Tim Matter
 - Personnel & Safety – Marie Herb
 - Insurance – Marie Herb
 - A. Add additional person to truck insurance
 - Streets & Maintenance – Streets & Maintenance
 - A. 2-hour parking sign on Broad Street for Hair Salon
 - B. Part-time temporary maintenance help
 - Planning & Development – Valerie Miller
 - Water, Sewer, Trash – Peggy Kahler
 - Buildings, Lighting and Grounds – Eric Stiely
 - IT/Computer – Mike Leitzel
 - A. Council email addresses
10. Mayor’s Report
11. EMC Report
12. Maintenance Supervisor Report
13. Secretary’s report
 - A. Grant updates
 - B. CD renewals
14. Code Enforcement Report
 - A. Monthly report attached
 - B. Snow emergency ordinance
15. Solicitor’s Report
16. Engineer’s Report
 - A. Bender Street update
17. Unfinished Business
 - A. 200 W. Broad Street hedge
 - B. Borough building traffic
 - C. Parking permit sticker ordinance
 - D. Two-hour parking on Main & Market
18. New Business
 - A. Add new signer to bank accounts and remove Kyle Groff
 - B. COG Resolution
19. Review of Financials
20. Adjournment

ELIZABETHVILLE BOROUGH COUNCIL

MINUTES

February 9, 2026

The Elizabethtown Borough Council met on February 9, 2026 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, Mike Leitzel, Marie Herb, Eric Stiely, and Valerie Miller.

Guests: Carson Wright, Mayor's son, Jennifer Derck, Borough resident, Dakota Boyer, Troop 86, Jody Boyer, Troop 86, Deb Herb, Troop 86, Cole Boyer, Troop 86, Samantha Boyer, Troop 86, Andrew Reiner, Troop 86, Garrison Reiner, Troop 86, Joe Kerwin, State Representative.

Also present: Matt Schaffner, Maintenance Supervisor, Jim Miller, Code Enforcement Officer, and Don Shutt, EMC Coordinator.

Approval of Minutes – P. Kahler made the motion to approve and V. Miller seconded the approval of the regular meeting minutes for January 5, 2025 the reorganization meeting minutes for January 5, 2026. **Motion carried.**

Executive Session: Moved to the end of meeting.

Additions to Agenda: None.

Acknowledgement of Guests: State Representative Joe Kerwin presented a citation to Eagle Scout recipient Dakota Boyer. Parks and Recreation Chair, Tim Matter also presented a certificate of appreciation to Dane Schadel of Troop 86 for all their contributions to the Elizabethtown Borough Park and our community.

Review of Correspondence: None

COMMITTEE REPORTS:

Budget & Finance – under New Business.

Parks & Rec – nothing to report.

Personnel & Safety – nothing to report.

Insurance – under Streets & Maintenance.

Streets and Maintenance – Jen Derck owner of Creative Images came before the borough to seek parking signs for outside her business during normal business of hours. These hours would be Monday through Friday from 8 am to 5:30 pm for her older customers who can't walk that far. Cars parked there during the recent snow storm and were plowed in and unable to be moved and when Jen opened her customers had nowhere to park. CEO questioned who would be able to enforce it, since the CEO hours are part-time. Discussion was tabled for President to speak to Solicitor and more information can be gathered about enforcing such signage.

One hour of time was approved for Maintenance Supervisor for Friday, February 6, 2026 because he came to Elizabethville to check roads during the ice storm.

Parks & Recreation chair, Tim Matter contacted Tyler Lucas of Big Bird Hauling in Tower City to see if they would be available to help remove snow in the borough for larger storms.

Planning & Development – nothing to report.

Water, Sewer, Trash – nothing to report.

Building, Lighting & Grounds – Eric Stiely reported the heat was being turned off in the Borough building entryway and needs to be left on.

IT/Computer – Mike Leitzel suggested Council members and Mayor get email addresses from our website domain so they are all consistent and secure and Council isn't using personal emails. They will be advertised on the website and be more professional and allow Council to have no issues submitting any or all emails to a Sunshine Act request. This was tabled until next meeting while Mike can speak with our website provider for more information.

Mayor's report – Nothing to report.

EMC report – Don Shutt requested permission to attend PSAC emergency training and other classes required for his role as EMC Coordinator. Cost would be \$33.75 for each of the four municipalities he serves. **T. Matter** made the motion to approve the training and cost and **M. Herb** seconded the motion. **Motion carried.**

COG – Next meeting will be held February 24 at 6:30 pm regarding the EMS study at the Upper Paxton Township building.

Maintenance Supervisor report – nothing to report.

Secretary's report – The Borough CDs are coming due February 21, 2026. It was recommended the vehicle maintenance CD not be renewed as the new vehicle has arrived and will need paid. Funds will go in to the General Fund to pay vehicle invoice. The second commendation for the second CD was to have it roll over for another three months at a rate of 3.80% and add \$200,000.00 from the General Fund. **P. Kahler** made the motion to accept the recommendations for both CDs. **T. Matter** seconded the motion. **Motion carried. President called for a Roll Call vote and all Council members present voted YES.**

Code Enforcement Officer – CEO will be introducing an ordinance at each future monthly Council meetings for updating.

CEO suggested additions to our Snow Emergency ordinance by adding violators will be towed. He also suggested Broad Street be added to the Main and Market ticket violations, as this street is used by school busses. This street is hard for busses to navigate when there are violators of a Snow Emergency.

Solicitor's report – Solicitor not in attendance. Nothing to report.

Engineer's report – Engineer was not in attendance but gave a written report. He is responding to DEP's second set of comments without getting a surveyor involved for Bender Street. We are still on track to replace the pipe in late spring/summer. We can have one contractor replace the pipe(s) and place the inlets and then add this area to the road program if there are other streets looking to be paved this year.

UNFINISHED BUSINESS:

- A. 200 W. Broad Street hedge letter will be written for Spring.
- B. The Borough building traffic – Streets committee has not able to find any financially responsible ways to block traffic. We will continue to use the ropes that are up with the stop sign to deter people from driving through the parking lot.
- C. Parking permit sticker – This was taken care of last meeting and it is with the Solicitor.
- D. Two-hour parking on Main & Market – This was taken care of and it is with the Streets & Maintenance Committee

NEW BUSINESS:

New third signor for the accounts was needed and Tim Matter volunteered. **M. Leitzel** made the motion to accept Tim Matter as new third signor for all accounts and CDs. **E. Stiely** seconded the motion. **Motion carried.**

COG Resolution brought concerns from Council members. There are no numbers to substantiate how it will affect the Borough financially. February 26 there is a meeting and they questioned whether their questions will be able to be answered at that time or will they have to wait until the April meeting? Mike Leitzel, Peggy Kahler and Marie Herb will put their questions in writing and submit to Colby Snyder, Millersburg Council President. **M. Leitzel** made a motion to table Resolution until March meeting when they have more information. **V. Miller** seconded the motion. **Motion carried.**

Elizabethville Volunteer Association decorated the park for Christmas and in doing so accidentally plugged part of their display in the Little League Association's electrical box. They requested that the Parks & Recreation account please reimburse them \$30.00 for electrical

