

**January 5, 2026**  
**ELIZABETHVILLE BOROUGH**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Review minutes of December 8, 2025
5. Executive Session
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
  - Parks & Rec – Tim Matter
  - Personnel & Safety
  - Insurance – Marie Herb
  - Streets & Maintenance
    - A. 222 W. Main St.
  - Planning & Development
  - Water, Sewer, Trash – Peggy Kahler
  - Buildings, Lighting and Grounds – Tim Matter
    - A. Update on camera issues
10. Mayor's Report
11. EMC Report
12. Maintenance Supervisor Report
13. Secretary's report
  - A. Grant updates
14. Code Enforcement Report
  - A. Monthly report attached
15. Solicitor's Report
  - A. 2026 Solicitor Rates
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 ordinance
  - E. Two-hour parking on Main & Market
18. New Business
  - A. Benesch contract renewal
  - B. General Code estimate
  - C. Add IT/Computer Committee
  - D. Appoint Tammy Kiesling to the Authority Board
19. Review of Financials
20. Adjournment

# ELIZABETHVILLE BOROUGH COUNCIL

## MINUTES

January 5, 2026

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The Elizabethville Borough Council met on January 5, 2026 at Elizabethville Borough Building 68 South Moore Street, Elizabethville Pa 17023. President of Council Dennis Henninger called the meeting to order at 7:05 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.

**Also present:** Matt Schaffner, Maintenance Supervisor and Jim Miller, Code Enforcement Officer.

**Approval of Minutes** – P. Kahler made the motion to approve and T. Matter seconded the approval of the regular meeting minutes for December 8, 2025. **Motion carried.**

**Executive Session:** None

**Additions to Agenda:** None.

**Acknowledgement of Guests:** N/A

**Review of Correspondence:** None

### COMMITTEE REPORTS:

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

***Parks & Rec*** – Committee Chair Tim Matter thanked the maintenance crew for their great job during the ice storm.

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

***Insurance*** – nothing to report.

***Streets and Maintenance*** – Concerning the issue at 222 W. Main Street the Borough insurance adjuster informed the Borough that it is the homeowners' responsibility to take care of the repairs.

***Planning & Development*** – nothing to report.

*Water, Sewer, Trash* – nothing to report.

*Building, Lighting & Grounds* – Mike Leitzel reported the cameras from the park and dump are both broken and non-repairable.

*Mayor's report* – Nothing to report.

*EMC report* – Don Shutt was not in attendance. Nothing to report.

COG – Next meeting will be held January 15, 2026 at 6:30 regarding the EMS study. There will be a future vote on a Resolution of the EMS services study.

*Maintenance Supervisor report* – nothing to report.

*Secretary's report* – The Borough received funding of \$100,000 from the Greenways, Trails, and Recreation grant.

*Code Enforcement Officer* – nothing to report.

*Solicitor's report* – nothing to report.

*Engineer's report* – Absent and nothing to report.

**UNFINISHED BUSINESS:**

- A. 200 W. Broad Street hedge letter will be written for Spring.
- B. The Borough building traffic – Streets committee looked in to fencing but it was too expensive.
- C. Traffic light – Marie Herb met with C.M. High and they lowered the nighttime beeping between the hours of 8 pm through 8 am.
- D. Parking permit sticker – CEO recommended eliminating Part 4. Parking Regulations out of the current parking ordinance. Solicitor agreed to the elimination. **V. Miller** made the motion to eliminate the parking regulation portion of the ordinance and **T. Matter** seconded the motion. **Motion carried.**

**ROLL CALL VOTE: All present Council members voted YES.**

- E. Two-hour parking on Main & Market – Dennis Henninger suggested moving this discussion to the new Streets & Maintenance Committee. **M. Herb** made the motion to table the discussion until the new Streets & Maintenance Committee have a chance to research. **V. Miller** seconded the motion. **Motion carried.**

