

March 9, 2026
ELIZABETHVILLE BOROUGH

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Review minutes of February 9, 2025 regular meeting
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
 - A. Joe Passanent's two street requests
9. Committee Reports
 - Budget & Finance – Peggy Kahler
 - Parks & Rec – Tim Matter
 - Personnel & Safety – Marie Herb
 - A. Council contact Jim at ceoelizbethville@comcast.net
 - Insurance – Marie Herb
 - Streets & Maintenance – Streets & Maintenance
 - Planning & Development – Valerie Miller
 - Water, Sewer, Trash – Peggy Kahler
 - Buildings, Lighting and Grounds – Eric Stiely
 - IT/Computer – Mike Leitzel
 - A. ADA website compliance
10. Mayor's Report
11. EMC Report
12. Maintenance Supervisor Report
13. Secretary's report
14. Code Enforcement Report
 - A. Monthly report attached
 - B. Snow removal report
 - C. Monthly Code Review
15. Solicitor's Report
16. Engineer's Report
 - A. Bender Street update
17. Unfinished Business
 - A. 200 W. Broad Street hedge - Spring
 - B. Two-hour parking on Main & Market & Creative Images Salon
 - C. Council email addresses
 - D. Part-time maintenance help
 - E. Snow emergency ordinance
 - F. COG Resolution
18. New Business
 - A. Termination of relationship with Cloud5S Solutions
 - B. New website
 - C. Old dump truck
19. Review of Financials
20. Adjournment

ELIZABETHVILLE BOROUGH COUNCIL

MINUTES

March 9, 2026

The Elizabethtown Borough Council met on March 9, 2026 at Elizabethtown Borough Building 68 South Moore Street, Elizabethtown Pa 17023. President of Council Dennis Henninger called the meeting to order at 6:58 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, Joseph Passenant, Borough resident, and Shirley McAllister, Borough resident.

Also present: Jim Miller, Code Enforcement Officer, David Miller, Engineer, and Don Shutt, EMC Coordinator.

Approval of Minutes – **T. Matter** made the motion to approve and **V. Miller** seconded the approval of the regular meeting minutes for February 9, 2026. **Motion carried.**

Executive Session: Moved to the end of meeting.

Additions to Agenda: None.

Acknowledgement of Guests: Joseph Passenant had two requests: to make Moore Street a two-way street again and to put a light at East Pine Alley and Spring Street. President Henninger gave both requests to the Streets Committee to look into and report back to Council at a later time.

Shirley McAllister was present to ask why sidewalks were left to be not taken care of during snowstorms and yet no fines were given per our ordinance. Code Enforcement Office explained that fines are given however, that doesn't mean they will shovel their sidewalks. President Henninger gave this complaint to the Street Committee as well to look into how we can better keep the sidewalks safe after snow storms.

Review of Correspondence: None

COMMITTEE REPORTS:

Budget & Finance – nothing to report.

Parks & Rec – nothing to report.

Personnel & Safety – Committee chair Marie Herb requested that when complaints are sent to Council members, they should communicate them to the Code Enforcement Officer through his email ceolizabethville@comcast.net. The Code Enforcement Officer also suggested having business cards made up with this information to hand out to residents.

Insurance – nothing to report.

Streets and Maintenance – Creative Image parking was discussed again and it was decided a new ordinance will need to be created.

Planning & Development – nothing to report.

Water, Sewer, Trash – Spring clean-up is suggested for the first Saturday in May. **P. Kahler** made the motion to hold it on May 2, 2026 and **M. Leitzel** seconded the motion. **Motion carried.**

The trash contract is up at the end of 2026 submit any revisions to the committee before September when the contract is put out for bids. Mike Leitzel suggested we add recycling.

Building, Lighting & Grounds – nothing to report.

IT/Computer – Mike Leitzel reported that the website needs to be ADA compliant by April 2027. Additional information was discussed under New Business.

Mayor's report – Christian Wright reported a resident suggestion there be a turning lane added to the intersection of Route 209 and Route 225. He was informed that a study was done years ago and there is not enough room.

EMC report – Don Shutt reported the flood plain maps can be reviewed and if anyone has any questions, whether they are in a flood plain or not he can answer those questions. It doesn't really affect the Borough or its residents.

We are still in a rain deficit.

COG – Mike Leitzel attended the COG meeting regarding the EMS study and he and others had a lot of questions that could not be answered. They did say they would have pricing answers by March 10th and Borough Presidents would be notified. They were estimating it will cost \$50 per resident. The Resolution they asked the Borough to sign is just for agreement with them to advertise and we are not obligated and can backout from the Resolution. EMS COG meeting was scheduled for April but is being pushed back to May so they can prepare more information.

Maintenance Supervisor report – nothing to report. Not present,

Secretary's report – Secretary suggested Council bring their own laptops/tablets to use electronic copies of meeting packets instead of using reams of copy paper to print out meeting packets for meetings.

Code Enforcement Officer – CEO suggested changing time frame on Snow and Ice Removal Ordinance to give residents 24 hours to shovel their sidewalks.

CEO also reported on a Borough property that is vacant and no one is paying taxes and no estate is opened that the Borough be allowed to pay for someone to shovel and take care of the grass and then put a lien on the property for future reimbursement.

Solicitor's report – Under Unfinished Business.

Engineer's report – Engineer has specs ready to put out for Bender Street bids but made mention that estimates may be difficult due to the Middle East situation. **T. Matter** made the motion to move forward with estimates and break it out in case adjustments need made. **V. Miller** seconded the motion. **Motion carried.**

ROLL CALL VOTE: All present Council members voted YES.

UNFINISHED BUSINESS:

- A. 200 W. Broad Street hedge letter will be sent to the property owner by Solicitor.
- B. Two-hour parking Creative Images Salon & Main & Market Streets – the Solicitor continues to review the Parking Ordinances. Creative Images also discussed under Streets and Maintenance report.
- C. Council email addresses – Mike Leitzel reported this will be a part of the new website creation.
- D. Part-time maintenance help – Marie Herb reported a job posting is being reviewed and further discussion will ensue during the Executive Session.
- E. Snow emergency ordinance was presented for review and it was suggested Broad Street be added. Discussion was tabled for future review.
- F. COG Resolution was tabled again for more review.

NEW BUSINESS:

Travis Enders, owner of Cloud5 Solutions sent letter to the Borough dissolving his contract with the Borough.

Mike Leitzel will be working on a new website, design, and new compliances. **M. Leitzel** made the motion to move forward with redesigning the website, paying hosting fee, and making it ADA complaint. **T. Matter** seconded the motion. **Motion carried.**

ROLL CALL VOTE: All present Council members voted YES. Mike Leitzel abstained, signature on file in office.

