

April 13, 2026 - ELIZABETHVILLE BOROUGH

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Review minutes of March 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.
 - A. Josh Watts and Chris Shelly from Susquehanna Area Mountain Bike Association
8. Review of Correspondence
 - A. Letter of support – for Susquehanna Area Mountain Bike Association
9. Bender Street bid openings
10. Committee Reports
 - Budget & Finance – Peggy Kahler
 - Parks & Rec – Tim Matter
 - Personnel & Safety – Marie Herb
 - A. Maintenance resignation
 - B. Job description approval
 - Insurance – Marie Herb
 - C. United Concordia renewal
 - Streets & Maintenance – Streets & Maintenance
 - Planning & Development – Valerie Miller
 - Water, Sewer, Trash – Peggy Kahler - Recycling
 - Buildings, Lighting and Grounds – Eric Stiely
 - IT/Computer – Mike Leitzel
11. Mayor’s Report
12. EMC Report
13. Maintenance Supervisor Report
14. Secretary’s report
 - A. 25% of 2025 Local Service Tax to Fire Co. B. GT&R Grant – LL Match
15. Code Enforcement Report
 - A. Monthly report attached
 - B. Removal of parked vehicles ordinance
16. Solicitor’s Report
17. Engineer’s Report
18. 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
 - G. Moore Street – 2-way from Main to Broad
 - H. Sidewalk violations
 - I. Street light on Pine & Spring Alley
19. New Business

- A. Permanent dumpster resolution
- B. Grass cutting in the park
- 20. Review of Financials
- 21. Adjournment

ELIZABETHVILLE BOROUGH COUNCIL

MINUTES

April 13, 2026

The Elizabethtown Borough Council met on April 13, 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, Shirley McAllister, Borough resident, Chris Shelly & Josh Watts from SAMBA, and Wally Troutman Borough resident.

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

Approval of Minutes – **P. Kahler** made the motion to approve with two changes to the minutes and **V. Miller** seconded the approval of the regular meeting minutes for March 9, 2026. **Motion carried.**

Executive Session: Moved to the end of meeting.

Additions to Agenda: None.

Acknowledgement of Guests: Josh Watts & Chris Shelly from Susquehanna Area Mountain Bike Association requested a support letter from Council for their grant application to extend trails around the Borough property lines. **E. Stiely** made the motion to sign a support letter for their grant and **M. Leitzel** seconded the motion. **Motion carried.**

Wally Troutman has a water problem in his basement cellar drain out to the storm sewer. He believes it is blocked and water comes up instead of out. He was wondering if the Borough could take a look at it as part of the Bender Street project. Maintenance will take a look at it and report back at May meeting.

Shirley McAllister made complaints about canoes, non-inspected vehicles, and more in property owners' yards. She was informed that we do have ordinances against these types of issues and

fines are given, however property owners continue to fail to clean them up and just keep getting fines.

Review of Correspondence: A request for support as well as an example of letter of support for SAMBA was reviewed. Motion made under Acknowledgement of Guests.

Reliance Hose Co. #1 March report was reviewed.

Bender Street bid openings – there were three bids for storm water pipe replacement and the lowest came in from M & J Excavation Inc. at \$98,315.00. There were also two alternative bids on paving. The estimate is for 209 to Pine Alley, Pine Alley to Spruce Street and Spruce to the dead end. **P. Kahler** made the motion to approve M & J after review of the company by Engineer and **M. Leitzel** seconded the motion. **Motion carried.**

ROLL CALL VOTE: All present Council members voted YES.

COMMITTEE REPORTS:

Budget & Finance – quarterly budget for review will be emailed out next week to Council.

Parks & Rec – Kyle Groff reset the bathroom locks and they are working again.

Tim Matter suggested new locks be put in the park and building so previous Maintenance Supervisor who resigned doesn't get blamed for missing keys. This includes the maintenance shed and breaker box. He will have cost estimates at next meeting.

The committee received two quotes for mowing the grass in the park until new Maintenance Supervisor is hired. This was not on the agenda and **M. Leitzel** made the motion to add to the agenda under New Business and **V. Miller** seconded the motion. **Motion carried.**

Personnel & Safety – Committee chair Marie presented new job descriptions for approval for Maintenance Supervisor full time position and Maintenance part time position. **M. Leitzel** made motion to approve both and **T. Matter** seconded the motion. **Motion carried.**

Insurance – Matthew Schaffner will be removed from policy and we will renew for another year adding new Maintenance Supervisor when they start. **M. Herb** made the motion to renew policy and **P. Kahler** seconded the motion. **Motion carried.**

Streets and Maintenance – Maintenance will be asked to scope with the Engineer behind Wally Troutman's home per request from resident. **M. Leitzel** made the motion to approve and **V. Miller** seconded the motion. **Motion carried.**

Planning & Development – Sandy's Convenience Store will hold its grand opening on May 7 & 8, 2026 and invited Council to attend.

Water, Sewer, Trash – Spring clean-up is set for May 2nd and Council members are encouraged to attend and help.

Recycling was looked at to be added to the waste contract and information gathered suggested it will just be too expensive for residents. Mike Leitzel suggested adding recycling bins to the Borough parking lot to alleviate drive throughs and give residents a place to recycle. **E. Stiely** made the motion to oppose adding recycling to trash contract and **M. Herb** seconded the motion. **Motion carried.**

Building, Lighting & Grounds – Eric Stiely presented his findings for securing the Borough parking lot from people cutting through. He found cement barriers for \$60 each but we have to pick them up. He was going to confirm the price and how many we could get and update at next meeting.

IT/Computer – nothing to report.

Mayor's report – nothing to report.

EMC report – Don Shutt reported he will be attending a PEMA workshop in Wayne Township. The Dauphin County Extension on flood maps approved the current maps.

COG – nothing to report.

Maintenance Supervisor report – nothing to report. Not present.

Secretary's report – Secretary requested Council donate 25% of the 2025 Local Service Tax to the Reliance Hose Co. #1. **M. Herb** made the motion to approve and **T. Matter** seconded the motion. **Motion carried.**

Borough will be applying another round of funding with the Greenways, Trails, and Recreation grant process and asked the Little League Association to fundraise and give the matching funds in this round. **E. Stiely** made the motion for Borough to move forward in applying for grant and **M. Leitzel** seconded the motion. **Motion carried.**

There has still been no word from Hoffman Ford on the additions that need done to the new truck. Secretary has made four phone calls and spoke to her contact and he claims every time someone will be in contact but there has been none. Council suggested Travis from the authority will look at the truck and what is needed done and get a list to Secretary to forward to Solicitor so he can send letter to them asking them to move on these missed items. **M. Leitzel** made the motion to have Travis look at truck and Solicitor to follow up with a letter to Hoffman Ford. **T. Matter** seconded the motion. **Motion carried.**

Code Enforcement Officer – CEO presented the removal of parked vehicles ordinance for Council to review.

He is sending warning letters to property owners with excessive waste and junk and reminding them about the Spring Clean-up or they will be fined.

Solicitor's report – **Under** Unfinished Business.

Engineer's report – Engineer reported on the pipe west of Kratzer's Hardware – Pine Alley approaching Apple Alley was previously bid on for putting in a box culvert but the project was shelved. Grant money associated with this project was returned and now the pipe is crushed. We still have an active permit but the pipe must be replaced. He suggested we talk to the contractor we are hiring for Bender Street if they could do it. Currently, there is just a plate over the pipe with a sign. **E. Stiely** made the motion to ask M & J to look at replacing the pipe and **M. Leitzel** 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 this week.
- B. Two-hour parking Creative Images Salon & Main & Market Streets – there is no two hour parking on West Broad Street there must be an ordinance adjustment. **M. Leitzel** made the motion to have Solicitor adjust the ordinance to add '120 feet of the northside of West Broad Street off Market Street to Diamond alley by Creative Images during business hours of Monday through Friday 8 am to 6 pm' and **T. Matter** seconded the motion. **Motion carried.**

ROLL CALL VOTE: All present Council members voted YES except one NO – Dennis Henninger.

- C. Council email addresses – Mike Leitzel reported that 20% of the website is done and when it is finished new email addresses can be created. He is hopeful it will be done by next meeting.
- D. Part-time maintenance help – this will be removed from the agenda until a new Maintenance Supervisor is hired and this can be revisited.
- E. Snow emergency ordinance – **T. Matter** made the motion to not include Broad Street in the ordinance and **M. Herb** seconded the motion. **Motion carried.**
- F. COG Resolution was suggested to be approved by Solicitor since this would not require any financial responsibility. **P. Kahler** made the motion to sign the resolution and **T. Matter** seconded it. **Motion carried.**

ROLL CALL VOTE: All present Council members voted YES.

- G. Moore Street – Two-way from Main to Broad – this item will be removed from the agenda and there is no action at this time.
- H. Sidewalk violations – many sidewalks in the Borough are not up to code and it would cost thousands of dollars to bring them up to code. Council will look in to grant opportunities to help Borough residents.
- I. Street light at Pine Alley and Spring Alley will be tabled.

