

May 11, 2026
ELIZABETHVILLE BOROUGH

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Review minutes of April 13, 2025 regular meeting
5. Executive Session
 - A. Insurance/vacation for new hire
6. Additions to Agenda
7. Acknowledgement of Guests – By resolution public comment is limited to 3 minutes per individual.
8. Review of Correspondence
 - A. Elizabethville Volunteer Assoc. Yard and Craft Day Sale request
 - B. American Legion Memorial Day Parade permit request
9. Committee Reports
 - Budget & Finance – Peggy Kahler
 - Parks & Rec – Tim Matter
 - Personnel & Safety – Marie Herb
 - A. Cody Snyder hired as Maintenance Supervisor – start date 5/18/2026 at \$32./hour
 - Insurance – Marie Herb
 - A. Renewal for Insurance (Property, Liability, Auto, Workers Comp)
 - Streets & Maintenance – Streets & Maintenance
 - Planning & Development – Valerie Miller
 - Water, Sewer, Trash – Peggy Kahler
 - Buildings, Lighting and Grounds – Eric Stiely
 - IT/Computer – Mike Leitzel
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. Concerts in the Park music fee
16. Engineer's Report
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. Wally Troutman property

18. New Business
19. Review of Financials
20. Adjournment

Those present should know that this meeting is being audio-taped. All tapes and/or digital recordings are destroyed after the minutes are prepared and approved by Borough Council.

ELIZABETHVILLE BOROUGH COUNCIL

MINUTES

May 11, 2026

The Elizabethtown Borough Council met on May 11, 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, Dennis Henninger, Mike Leitzel, Marie Herb and Eric Stiely. Valerie Miller and Peggy Kahler absent.

Guests: Wally Troutman, Borough resident.

Also present: Linus Fenicle, Solicitor, David Miller, Engineer, and Don Shutt, EMC Coordinator.

Approval of Minutes – **T. Matter** made the motion to approve with two changes to the minutes; change ‘paving’ to storm water pipe replacement at Bender and Pine Alley and with two alternate bids on paving. **E. Stiely** seconded the approval of the regular meeting minutes for April 13, 2026 with changes. **Motion carried.**

Executive Session: Moved to the end of meeting.

Additions to Agenda: None.

Acknowledgement of Guests: Wally Troutman returned to this month’s meeting for an update on what maintenance and the Engineer found out about the pipe going to his basement drain and why it is taking on water. After investigating, the Maintenance crew and Engineer discovered that the grate above the inlet on Bender Street was covered in debris and when it was cleared the water began flowing again. Engineer also reported that he does not believe there is a broken pipe but rather the pipe is higher than the inlet and so the inlet could be lowered to reduce the amount of water that flows into Wally’s basement. Council advised maintenance to investigate further in to what would be needed to fix this issue and if they can do the job in house. They were asked to bring their findings and cost estimates to the next Council meeting.

Review of Correspondence: A request was submitted by the Elizabethville Volunteer Association to hold the annual Yard and Craft Day Sales on June 5 and 6, 2026. **E. Stiely** made the motion to approve the request and **M. Herb** seconded the motion. **Motion carried.**

The American Legion submitted a request to have the Borough apply for a Special Permit from Penn Dot to hold their annual Memorial Day Parade. **E. Stiely** made the motion to approve the request and **M. Herb** seconded the motion. **Motion carried.**

COMMITTEE REPORTS:

Budget & Finance – nothing to report.

Parks & Rec – After looking in to the cost of changing the locks at the building and park it was decided to forego this expense.

Tim Matter approved the purchase of a new power drill for the maintenance department.

Personnel & Safety – Cody Snyder was hired as the new Maintenance Supervisor with a start date of May 18, 2026 at a rate of \$32.00 an hour.

M. Leitzel made the motion to reaffirm the hiring of Cody by the Personnel Committee and **T. Matter** seconded the motion. **Motion carried.**

Insurance – Insurance is up for renewal Marie Herb was waiting on new cost estimates from Deibler, Straub and Troutman.

Streets and Maintenance – Nothing to report.

Planning & Development – Nothing to report.

Water, Sewer, Trash – Linus Fenicle is working on new dumpster ordinance and will bring to next Council meeting.

Building, Lighting & Grounds – Eric Stiely presented his findings for securing the Borough parking lot from people passing through. He found cement barriers for \$60 each and to have them delivered would be an additional \$367.00. **M. Leitzel** made the motion to purchase eleven (11) barriers and have them delivered and **E. Stiely** seconded the motion. **Motion carried.**

Mike Leitzel asked permission to approach RF String building owners about placing recycling bins on their property. **M. Leitzel** made the motion to investigate and put bins there and **T. Matter** seconded the motion. **Motion carried.**

IT/Computer – Email and website upgrades are still in the process of being worked on and there should be an update at next meeting.

Mayor's report – Absent. Nothing to report.

EMC report – Don Shutt reported that last month Dauphin County Commissioners put out information on In Building Bi-Directional Amplifiers for new builds with multi-family units. He

requested it be sent out to CEO and was already sent to Engineer for review in case it would apply to the Borough in the future.

COG – nothing to report.

Maintenance Supervisor report – nothing to report until new Maintenance Supervisor starts.

Secretary's report – Secretary reported the Borough did receive the Dauphin County Gaming grant in the amount of \$38,205.00.

The Borough did not apply for the DCNR grant but is moving forward with the DCED GTR grant process that is due May 31, 2026.

A sidewalk grant was found and will be further researched.

The 2005 dump truck was sold on Municibid for \$26,200.00 and has been signed over to the buyer.

Code Enforcement Officer – CEO not present but his report was left for review.

Solicitor's report – Solicitor spoke with a representative from BMI concerning the rights to the music when the Borough holds Concerts in the Park. He is under the impression we will need to pay a yearly fee for the events but is still investigating.

Engineer's report – Engineer under Acknowledgment of Guests.

UNFINISHED BUSINESS:

- A. 200 W. Broad Street hedge letter was sent.
- B. Two-hour parking Creative Images Salon & Main & Market Streets – Ordinance was written and ready to be advertised so it can be brought for adoption at the next Council meeting.
- C. Council email addresses – addressed under IT/Computer report.
- D. Wally Tourtman property was addressed under the Acknowledgement of Guests.

NEW BUSINESS:

No new business at this time.

REVIEW OF FINANCIAL REPORTS:

TOTAL REVENUE	\$ 76,049.76
TOTAL EXPENDITURES	\$ 170,099.53

M. Herb made motion to approve financials and paying invoices. **T. Matter** seconded the motion. **Motion carried. Roll call all voted Yes. V. Miller and P. Kahler absent. Reports on file.**

Executive Session: Council went in to session at 7:50 pm to discuss insurance coverage for new Maintenance Supervisor. **M. Leitzel** made the motion to go into Executive Session and **E. Stiely** seconded the motion. When they returned from Executive Session at 8:02 pm **M. Herb** made the motion to cover 90% of the insurance cost for new Maintenance Supervisor and one child. He will also receive 5 days' vacation after his 90-day probation period. He will earn 3.08 vacation time per pay period starting immediately. **E. Stiely** seconded the motion. **Motion carried.** Session ended at 8:02 pm.

Adjourn- M. Herb made motion to adjourn meeting at 8:03 pm. **E. Stiely** seconded the motion. **Motion carried.**

Respectively Submitted,

Heidi P. Mace
Borough Secretary