

**August 11, 2025**  
**ELIZABETHVILLE BOROUGH**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Review minutes of July 14, 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
  - A. Reliance Fire Hose #1 July report
  - B. Trick or Trot letter for approval
9. Committee Reports
  - Budget & Finance – Doug Charles
    - A. Budget meeting dates – September 3 & 17, 2025 @ 9:00 am
  - Parks & Rec – Tim Matter
  - Personnel & Safety – Doug Charles
  - Insurance – Marie Herb
  - Streets & Maintenance – Kyle Groff
  - Planning & Development – Kyle Groff
  - Water, Sewer, Trash – Peggy Kahler
10. Mayor’s Report
11. EMC Report
12. Maintenance Supervisor Report
13. Secretary’s report
  - A. Grant updates – New Resolution needs signed
  - B. Budget updates
14. Code Enforcement Report
  - A. Monthly report attached
15. Solicitor’s Report
16. Engineer’s Report
  - A. LPI PennDOT permit approval information
17. Unfinished Business
  - A. High grass on Broad/Moore update
18. New Business
  - A. Upper Dauphin COG EMS study (possible meeting)
  - B. Pension Plan obligation approval
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

August 11, 2025

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The Elizabethville Borough Council met August 11, 2025 at Elizabethville Borough Building 68 South Moore Street, Elizabethville 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, Marie Herb, Valerie Miller. Doug Charles and Kyle Groff, not present.**

**Guests:** Joe Werner, Reliance Hose Co. #1 Chief, Dakota Boyer, Boy Scout Troop #86, Cole Boyer, Boy Scout Troop #86, Jason Taylor, Reliance Hose Co. #1.

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

**Approval of Minutes-** Motion made by **P. Kahler**, seconded by **T. Matter** to approve the regular meeting minutes for July 14, 2025. **Motion carried.**

**Executive Session:** None.

**Additions to Agenda:** Joe Werner approached Council on being a co-sponsor for the 2025 Gaming grant and was added to New Business for a vote.

**Acknowledgement of Guests:** Dakota Boyer had his project approved by his troop and received donations and informed Council work would begin this weekend on the star in the park.

Joe Werner from the Reliance Hose Company #1. See Additions to Agenda.

**Review of Correspondence:** Reliance Hose Company #1 shared their July report.

Trojan Educational Foundation asked for permission to hold their annual Trick or Trot 5K. **T. Matter** made the motion to approve the event. **M. Herb** seconded the motion. **Motion carried.**

### COMMITTEE REPORTS:

***Budget & Finance*** – Budget meetings will be held Wednesday, September 3<sup>rd</sup> & 17<sup>th</sup>, 2025 from 9 am to 11 am in the Borough office.

***Parks & Rec*** – When power goes out the bathroom electric locks need reset. Tim Matter is working with Kyle to learn how to reset them.

*Personnel & Safety* – nothing to report.

*Insurance* – nothing to report.

*Streets and Maintenance* – nothing to report.

*Planning & Development* – nothing to report.

*Water, Sewer, Trash* – Fall Clean-up is being planned for Saturday, October 4, 2025 from 8 am to 12 noon. **P. Kahler** made motion to approve date. **M. Herb** seconded the motion. **Motion carried.**

*Building, Lighting & Grounds* – nothing to report.

*Mayor's report* – Absent, nothing to report.

*EMC report* – Don Shutt requested approval to attend PSAT training on November 6, 2025 and cost would be \$31.25 per municipality. **P. Kahler** made the motion to approve and **M. Herb** seconded the motion. **Motion carried.**

Don will also be attending a virtual class on primary damage assessment that is at no cost to the borough or other municipalities. He will be attending it on September 11, 2025 from 5 – 6 pm at Fort Indiantown Gap.

Dauphin County is working on making changes to EMC and would like each representative to have a government email. Don will be working on establishing that email.

*Maintenance Supervisor report* – Historical Society pipe will be replaced at the beginning of September.

Wiring in the park will be done around the end of August.

*Secretary's report* – New Resolution needed signed for the DCNR grant with a higher ask amount due to the Borough was not allowed to use Gaming grant as a match. **V. Miller** made a motion to have the new Resolution signed and **M. Herb** seconded the motion. **Motion carried.**

Budget spreadsheet was distributed to prepare for upcoming budget meetings.

Two CDs were maturing and Heidi Mace suggested they be renewed for another three months at a rate of 3.95%. **P. Kahler** made the motion to renew the CDs and **V. Miller** seconded the motion. **Motion carried.**

*Code Enforcement Officer* – Property at 125 E. Main Street failed their inspection.

*Solicitor's report* – Absent, nothing to report.

*Engineer's report* – Engineer reported by email correspondence that the LPI Penn Dot permit was approved.



**Respectively Submitted,**

**Heidi P. Mace  
Borough Secretary**