

September 8, 2025
ELIZABETHVILLE BOROUGH

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Review minutes of August 11, 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. Halloween Parade
9. Committee Reports
 - Budget & Finance – Doug Charles
 - Parks & Rec – Tim Matter
 - A. Park address
 - B. Bicentennial funds request
 - Personnel & Safety – Doug Charles
 - Insurance – Marie Herb
 - Streets & Maintenance – Kyle Groff
 - Planning & Development – Kyle Groff
 - Water, Sewer, Trash – Peggy Kahler
 - Buildings, Lighting and Grounds – Tim Matter
10. Mayor's Report
11. EMC Report
12. Maintenance Supervisor Report
13. Secretary's report
 - A. Grant updates
 - B. Budget updates
 - C. Permanent hours
 - D. Trick or Treat night in the borough
14. Code Enforcement Report
 - A. Monthly report attached
 - B. 97 E. Broad Street clean-up
 - C. 125 E. Main Street weeds
 - D. 200 W. Broad Street hedge
15. Solicitor's Report
16. Engineer's Report
17. Unfinished Business
 - A. Borough building traffic
 - B. Bender Street update
18. New Business
 - A. Dauphin Co. Comprehensive Plan support
19. Review of Financials
20. Adjournment

ELIZABETHVILLE BOROUGH COUNCIL

MINUTES

September 8, 2025

The Elizabethtown Borough Council met September 8, 2025 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, Marie Herb. Valerie Miller, Doug Charles and Kyle Groff, not present.

Guests: Judy Zigner and John Miller, Borough residents.

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

Approval of Minutes- Motion made by **T. Matter**, seconded by **M. Herb** to approve the regular meeting minutes for August 11, 2025. **Motion carried.**

Executive Session: None.

Additions to Agenda: None

Acknowledgement of Guests: Judy Zigner reported the swings in the park are in deplorable condition and should be replaced.

Review of Correspondence: The Elizabethtown Volunteer Association asked that the annual Halloween Parade will be on Monday, October 27th at 7 pm with a rain date of October 28. They would request the Borough apply for their Special Permit. **P. Kahler** made the motion and **M. Herb** seconded it. **Motion carried.**

COMMITTEE REPORTS:

Budget & Finance – nothing to report

Parks & Rec – Park has a new address: 148 Park Drive.

Parks and Rec asked the Bicentennial funds to be put towards the STAR project in the park. **T. Matter** made the motion and **M. Herb** seconded it. **Motion carried.** MITER company donated an additional \$500 towards the project.

Grandstand needs more paint, park committee requested this be put in the budget.

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.

Building, Lighting & Grounds – nothing to report.

Mayor's report – It was reported to the Mayor from a borough resident that uses the LPI timing for the street lights that they are off and not synced and she requested we look in to it.

EMC report – Don Shutt submitted his portable radio information to the borough for budget planning for 2026. Council stated this budget should be split between all municipalities Don is associated with.

Don will be attending PEMA training and weather training on behalf of Elizabethville Borough and other municipalities.

Maintenance Supervisor report – Trenching for the electrical work in the park will begin this week.

The Historical Society piping will also take place this week.

The lower half of the building and concession stands were painted.

Secretary's report – There was nothing to report on grants.

Secretary requested the summer office hours become permanent. (Tuesday through Thursday 8 am to 1 pm) **T. Matter** made the motion to approve and **P. Kahler** seconded it. **Motion carried.**

Trick or Treat night in the borough will be the same as the Township – October 30, 2025 from 6 pm to 8 pm.

Code Enforcement Officer – 97 E. Broad Street has been cleaned up.

125 E. Main Street has been sent a letter to take care of their weeds.

200 W. Broad Street has been sent a letter to take care of their hedges.

Solicitor's report – Absent, nothing to report.

Engineer's report – DEP requested more information on Bender Street for the permit.

