

**October 13, 2025**  
**ELIZABETHVILLE BOROUGH**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Review minutes of September 8, 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 Hose #1 September report
9. Committee Reports
  - Budget & Finance – Doug Charles
  - Parks & Rec – Tim Matter
    - A. Thank you to maintenance for their work on the ball fields
    - B. Two picnic bench requests for East pavilion
    - C. Swings in the park
  - Personnel & Safety – Doug Charles
  - Insurance – Marie Herb
    - A. Health insurance renewal
  - Streets & Maintenance – Kyle Groff
    - A. CM High report on LPI timing
  - Planning & Development – Kyle Groff
  - Water, Sewer, Trash – Peggy Kahler
    - A. Fall clean up follow-up
  - Buildings, Lighting and Grounds – Tim Matter
10. Mayor's Report
11. EMC Report
12. Maintenance Supervisor Report
  - A. Historical Society follow-up
13. Secretary's report
  - A. Grant updates
  - B. Budget updates
  - C. Local Service Tax 25% to fire company
14. Code Enforcement Report
  - A. Monthly report attached
  - B. Parking permit stickers
15. Solicitor's Report
16. Engineer's Report
17. Unfinished Business
  - A. 200 W. Broad Street hedge
  - B. Bender Street updates
  - C. Borough building traffic
18. New Business
  - A. SEO contract renewal
19. Review of Financials
20. Adjournment

# ELIZABETHVILLE BOROUGH COUNCIL

## MINUTES

October 13, 2025

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The Elizabethtown Borough Council met October 13, 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, and Kyle Groff. Doug Charles not present.**

**Guests:** No guests.

**Also present:** Matt Schaffner, Maintenance Supervisor, Jim Miller, Code Enforcement Officer, and David Miller, Engineer.

**Approval of Minutes-** Motion made by **T. Matter** to approve after two changes, one being the date of the Halloween parade was wrong and second the Engineer talked about a DEP grant not a PENNDOT grant. **K. Groff** seconded the approval of the regular meeting minutes for September 8, 2025. **Motion carried.**

**Executive Session:** None.

**Additions to Agenda:** Matt Schaffner requested to add discussion on backhoe repairs. **K. Groff** made the motion to move the discussion under New Business, **P. Kahler** seconded that motion. **Motion carried.**

**Acknowledgement of Guests:** N/A

**Review of Correspondence:** The Reliance Hose Company #1 fire report for September was reviewed. There were no questions or concerns.

### COMMITTEE REPORTS:

***Budget & Finance*** – 2026 budgets will be presented at the November meeting.

***Parks & Rec*** – Maintenance was thanked for their great work done to the grandstands.

Parks committee requested two new metal square tables for the park. **T. Matter** made the motion to purchase two new tables not to exceed a cost of \$1500.00. **P. Kahler** seconded the motion. **Motion carried.**

Swings in the park were evaluated if they needed replaced and it was determined nothing needs done at this time.

***Personnel & Safety*** – nothing to report.

***Insurance*** – The Highmark health insurance renewal policy was reviewed and the committee recognizes an increase of 13% but made the suggestion to renew the policy. **M. Herb** made the motion to renew the policy and **T. Matter** seconded the motion. **Motion carried.**

***Streets and Maintenance*** – Marie Herb met with C.M. High at the light in the intersection of Route 225 and Route 209 and it was determined that they are all set to different timing. The suggestion was made to move them all to 7 seconds and put this matter to rest. David Miller, Engineer said this would be the best way to resolve the issue without obtaining a permit. **T. Matter** made the motion to adjust timing to 7 seconds each and **M. Herb** seconded the motion. **Motion carried. V. Miller voted NO.**

***Planning & Development*** – nothing to report.

***Water, Sewer, Trash*** – Fall Clean-up went well there were no issues.

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

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

***EMC report*** – Don Shutt was not in attendance, nothing was reported.

***Maintenance Supervisor report*** – Grosser's Excavating replaced the pipe at the Historical Society.

Grandstand was finished, leaf pick-up has begun, and the park electrical trench work is finished.

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

Secretary requested to write a check to the Reliance Hose #1 Company in the amount of 25% of the Borough's Local Service Tax. **P. Kahler** made that motion to approve the check. **K. Groff** seconded the motion. **Motion carried.**

***Code Enforcement Officer*** – Jim Miller suggested that a parking permit sticker be created for residents of the Borough to help alleviate requests for handicap spots. Matter was taken under advisement until next meeting.

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

***Engineer's report*** – Engineer reported everything is draining properly now on Bender Street after the pipe replacement. He is submitting another DEP permit to fit a new pipe and that job will be bid in the Spring. **K. Groff** made a motion to have Dennis Henninger sign new DEP permit to keep the project moving along. **V. Miller** seconded the motion. **Motion carried.**

