

December 8, 2025
ELIZABETHVILLE BOROUGH

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Review minutes of November 10, 2025
5. Executive Session
 - A. 2026 Employee salaries
6. Additions to Agenda
7. Acknowledgement of Guests – By resolution public comment is limited to 3 minutes per individual.
8. Review of Correspondence
9. Committee Reports
 - Budget & Finance – Doug Charles
 - A. 2026 Elizabethville Borough Budget
 - Parks & Rec – Tim Matter
 - Personnel & Safety – Doug Charles
 - Insurance – Marie Herb
 - Streets & Maintenance – Kyle Groff
 - A. 222 W. Main Street
 - Planning & Development – Kyle Groff
 - Water, Sewer, Trash – Peggy Kahler
 - Buildings, Lighting and Grounds – Tim Matter
 - A. Find/hire someone to fix camera issues
10. Mayor's Report
11. EMC Report
12. Maintenance Supervisor Report
 - A. Tractor update/quote
13. Secretary's report
 - A. Grant updates
14. Code Enforcement Report
 - A. Monthly report attached
15. Solicitor's Report
 - A. 2026 Solicitor Rates
16. Engineer's Report
17. Unfinished Business
 - A. 200 W. Broad Street hedge approve Solicitor to compose letter
 - B. Borough building traffic
 - C. Update on traffic light
 - D. Parking permit sticker – solicitor recommends eliminating #4
 - E. Two-hour parking on Main & Market
18. New Business
 - A. 2026 Meeting Dates – Jan 5 reorganization meeting followed by regular meeting
 - B. C.M. High Maintenance Contract renewal
 - C. Appoint Kay Thoma to DCTCC as Borough voting delegate
19. Review of Financials
20. Adjournment

ELIZABETHVILLE BOROUGH COUNCIL

MINUTES

December 8, 2025

The Elizabethtown Borough Council met on December 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, Doug Charles, Kyle Groff, Valerie Miller and Marie Herb arrived at 7:02 pm after roll call.

Guests: Mike Leitzel, Eric Stiely, both Borough residents.

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

Approval of Minutes - D. Charles made the motion to approve and V. Miller seconded the approval of the regular meeting minutes for November 10, 2025. **Motion carried.**

Executive Session: Moved to end of meeting to discuss employee wages.

Additions to Agenda: P. Kahler made a motion to add discussion on cameras in the park and at the dump. T. Matter seconded the motion. **Motion carried.** Placed under Building, Lighting, and Grounds.

Acknowledgement of Guests: Mike Leitzel and Eric Stiely were in attendance to observe. They will be new council members in 2026.

Review of Correspondence: None

COMMITTEE REPORTS:

Budget & Finance – There will be no tax increase according to the proposed 2026 budget. D. Charles made a motion to approve the 2026 General Fund budget, Parks & Recreation Fund budget, and the State Fund budget. P. Kahler seconded the motion. **Motion carried.**

Parks & Rec – nothing to report

Personnel & Safety – nothing to report.

Insurance – nothing to report.

Streets and Maintenance – Concerning the issue at 222 W. Main Street the Borough insurance adjuster stopped at the property and a determination on whose responsibility it is still remains open.

Planning & Development – nothing to report.

Water, Sewer, Trash – nothing to report.

Building, Lighting & Grounds – Tim Matter will work on new options for parking lot border to replace the rope.

Mike Leitzel agreed to look at cameras from the park and dump.

Mayor's report – Mayor was absent and there was nothing reported.

EMC report – Don Shutt attended his schedule training.

Maintenance Supervisor report – John Deere tractor quote of \$1,250.44 was presented. **K. Groff** made motion to accept quote and have repairs done. **M. Herb** seconded the motion. **Motion carried.**

Matt Schaffner listed all the two-hour parking signs in the borough and their inconsistencies. CEO Jim Miller suggested doing away with all two-hour parking because there is no possible way a part time employee can regulate them all. Decision was tabled until 2026 Streets committee can research.

Secretary's report – Borough's grant application for the Local Share Gaming funds was pulled for an in-person interview. Secretary/grant writer, Engineer and Peggy Kahler will be attending the interview.

Code Enforcement Officer – Jim Miller reported he has four pending complaints from tenants in the borough.

Solicitor's report – Linus Fenicle determined the concerts in the park benefit the park and community so we do not need to engage with any music licenses at this time.

Engineer's report – Absent and nothing to report.

UNFINISHED BUSINESS:

A. 200 W. Broad Street hedge was determined to be a nuisance issue and Solicitor will write a letter that will be signed by Code Enforcement Officer and sent to property owner. **T. Matter** made the motion to move forward with Linus to write the letter. **D. Charles** seconded the motion. **Motion carried.**

B. The Borough building traffic situation is under Building, Lighting & Grounds.

- C. Traffic light discussion was addressed due to the fact that the beeping volume is an issue and beeps continuously even when the button has not been pushed. It was suggested to contact C. M. High about returning to the light and check on the volume.
- D. Parking permit sticker – Linus Fenicle suggested eliminating the whole ordinance. It was tabled until new 2026 street committee is in place and can review it.
- E. Two hour parking on Main & Market – discussed under Maintenance report.
- F. Check with fire company why monthly reports are not being presented to Council.

NW BUSINESS:

2026 Meeting Dates were presented including the reorganization meeting date of January 5, 2026 to be followed by regular meeting. **K. Groff** made the motion to accept all 2026 dates. **V. Miller** seconded the motion. **Motion carried.**

C.M. High Maintenance Renewal Contract was presented for 2026. **T. Matter** made the motion to accept the new contract. **M. Herb** seconded the motion. **Motion carried.**

Kaye Thoma was presented to Council as the 2026 DCTCC Borough voting delegate. **P. Kahler** made the motion to appoint Kaye. **D. Charles** seconded the motion. **Motion carried.** It was suggested an alternate from Council should be appointed. No motion was taken on that.

REVIEW OF FINANCIAL REPORTS:

| | |
|---------------------------|---------------------|
| TOTAL REVENUE | \$ 8,699.58 |
| TOTAL EXPENDITURES | \$ 23,932.58 |

P. Kahler made motion to approve financials and paying invoices. **K. Groff** seconded the motion. **Motion carried. Roll call all voted Yes. Reports on file.**

Executive Session: **D. Charles** made the motion 7:44 pm to move to Executive Session to discuss 2026 employee salaries. **M. Herb** seconded the motion. **Motion carried.** Executive session ended at 8:21 pm.

2026 Employee salaries were increased 3% making the following hourly rates: Heidi Mace \$22.71, Jim Miller \$22.71, Doug Goudy \$22.30 and Matt Schaffner will remain at \$31.50 but receive a \$2,000 one-time bonus. **Roll call all voted YES except for Dennis Henninger voting NO. Valerie Miller abstained from voting on CEO salary as he is her spouse. Report on file.**

Adjourn- **D. Charles** made motion to adjourn meeting at 8:23 pm. **V. Miller** seconded the motion. **Motion carried.**
Respectively Submitted,

Heidi P. Mace
Borough Secretary