

**February 10, 2025**  
**ELIZABETHVILLE BOROUGH**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Review minutes of January 13, 2025
5. Executive Session
6. Additions to Agenda
7. Acknowledgement of Guests
  - A. Joseph Kerwin, State representative
8. Review of Correspondence
9. Committee Reports
  - Budget & Finance – Doug Charles
  - Parks & Rec – Tim Matter
  - Personnel & Safety – Doug Charles
  - Insurance – Marie Herb
  - Streets & Maintenance – Kyle Groff
    - A. Maintenance report
  - Planning & Development – Kyle Groff
  - Water, Sewer, Trash – Peggy Kahler
  - Building, Lighting & Grounds – Pat Welker
10. Mayor's Report
11. EMC Report
12. Code Enforcement Report
  - A. Monthly report attached
  - B. Barking dog complain on W. Broad St.
  - C. UCC report follow-up
  - D. Backyard chicken coops...limitations, permitting, registration
13. Solicitor's Report
  - A. Arch Street
14. Engineer's Report
15. Unfinished Business
16. New Business
  - A. Computer protection plan
  - B. Patrick Welker resignation letter
17. Review of Financials
18. Adjournment

# ELIZABETHVILLE BOROUGH COUNCIL

## MINUTES

**February 10, 2025**

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The Elizabethtown Borough Council met February 10, 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, and Dennis Henninger. Doug Charles, Marie Herb, K. Groff. Patrick Welker not present.**

**Guests:** Kathy Bordner, borough resident; Rebecca and Tannar Rhine, borough residents; Val and Dennis Weaver, borough residents, David and Joanna Weaver, borough residents, Debbie Koller, borough resident, Marilyn Henninger, borough resident, Lynn Kahler, borough resident, Joe Kerwin, State Representative, Ann Jackson, guest, and Glenn Walborn, guest.

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

**Approval of Minutes-** Motion made by **T. Matter**, seconded by **D. Charles** to approve the regular meeting minutes for January 13, 2024. **Motion carried.**

**Additions to Agenda:** Discussion on grant for Bender Street and UDA land project.

**Acknowledgement of Guests:** Joseph Kerwin presented Marilyn Henninger a citation for her 37 years of service to the borough as Tax Collector.

Lynn Kahler addressed the council concerning snow removal issues on Main Street. He requested borough make a request to Penn Dot to not push snow back onto sidewalks. Council deferred the request to the Streets Committee and **T. Matter** made the motion to allow Streets Committee to discuss and make decision regarding whether or not a request will be made. **K. Groff** seconded that motion. **Motion carried.**

Lynn Kahler also asked the status of 332 W. Main Street and clean-up. CEO responded it is listed for sale and bank is not putting anymore money in to the property.

**Review of Correspondence:** Nothing to report.

## COMMITTEE REPORTS:

*Budget & Finance* – Nothing to report.

*Parks & Rec*- Dusk to dawn lights have been put in Pavillion #1.

*Streets and Maintenance* – Borough is low on salt but were hoping to have salt delivered this week. Maintenance crew was commended on a great job they are doing within the borough.

*Planning & Development* - Nothing to report.

*Water, Sewage & Refuse* – Nothing to report.

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

*Personnel & Safety* – Shirley McAllister signed her new independent contract.

*Insurance* – Marie Herb is working with insurance company to begin the process of reviewing liability policies through different companies.

*COG* – Nothing to report.

*Mayors Report*- nothing to report.

*Solicitor Report* – Linus looked in to the Arch Street property concerns brought up at the last meeting. He did a soft search and found that there is a 33 foot right of way but the residents of Arch Street are concerned with the other side of that right of way. He needed Council's approval to do a hard title search looking at deeds and maps and would report back. **T. Matter** made the motion for Linus to move forward with further research to get to the bottom of who actually owns the property and needs to maintain it. **P. Kahler** seconded the motion. **Motion carried.**

*Engineer Report* – Engineer was not present but sent information regarding a possible grant opportunity for the Bender-Pine pipe replacement project. In order to prepare for the grant application there is preliminary engineering that needs to be done. Council requested tabling until the next meeting when engineer can be here in person and explain.

Engineer also requested the Council approve his time to do a study concerning the proposed subdivision for the UDA school district. Solicitor recommend an escrow account with the school district be approved for those funds to be utilized for the engineer and solicitor's time with this project. **P. Kahler** made the motion to set up escrow account and **M. Herb** seconded it. **Motion carried.**

*EMC Report* – Don Shutt requested WIFI access to set up his computer. He also handed in the final Hazard Mitigation report.

*Code Enforcement Officer*- The Jehovah's Witness property has completed their construction project and all debris has been removed.

32 fines were sent out for non-shoveled sidewalks.

A second complaint has been filed for the barking dogs on W. Broad Street. Tenants were at the meeting and said they are trying to resolve the problem but they are not home when the barking is occurring and claim people walking by torment the dogs. CEO will investigate further.

Addressing the UCC report from last year's audit it was determined the borough will continue to use Barry Issett because they are efficient and good record keepers.

Concerning the backyard chicken coops in the borough the CEO determined they are not regulated by the State, however he feels Council should know who has them and how many chickens they have. This was tabled until March meeting when CEO can gather additional information from other local municipalities and what ordinances they have on this subject.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

New computer protection plan was suggested by MIS Computers after recent issues with reinstalling programs on office computer. **K. Groff** made the motion to approve new plan and **M. Herb** seconded the motion. **Motion carried.**

Patrick Welker handed in his resignation letter to end his term on Council. **T. Matter** made the motion to accept the resignation letter and **P. Kahler** seconded the motion. **Motion carried.**

**P. Kahler** made the motion to advertise for his seat to be filled to complete his term which ends December 31, 2025. **D. Charles** seconded the motion. **Motion carried.**

**Executive Session:** Council moved to Executive Session to discuss employee personnel manual. **P. Kahler** made motion to enter at 8:23 pm. **K. Groff** seconded the motion. Executive Session ended at 8:40 pm. No motions were presented.

**REVIEW OF FINANCIAL REPORTS:**

<b>TOTAL REVENUE</b>	<b>\$ 7,691.41</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 37,164.81</b>

**K. Groff** made motion to approve financials and paying invoices. Reports are on file. **T. Matter** seconded the motion. **Motion carried. Roll call all voted Yes, Patrick Welker absent.**

**Adjourn- D. Charles** made motion to adjourn meeting at 8:43 pm. and **K. Groff** seconded the motion. **Motion carried.**

**Respectively Submitted,**

**Heidi P. Mace**  
**Borough Secretary**