

**Borough of Elizabeth—Regular Meeting of Council Minutes  
January 28, 2025 7:00 PM**

Call to order January 28, 2025 at 7:02pm - by Chad Rager – Vice President

Pledge of Allegiance

Moment of Silence for Bev Carr

**IN ATTENDANCE:**

Mr. Cole Buchina  
Mr. Jason Berman  
Mrs. Dana Cress  
Mrs. Desiree Gephart  
Mr. Chad Rager  
Mr. Chuck Smith  
Chief Ken Honick  
Solicitor Gina Rosso  
Borough Manager Scott Craighead

**ABSENT:**

Mr. Tim Guffey  
Mayor Boucher

**ANNOUNCEMENTS**

This meeting is being recorded for transcription of the minutes only.

**VISITORS**

Chrissy Pudleiner (President of EADC): EADC is hosting its first event of the year on February 8th, 11am—3pm, Galentine’s Sip ‘N Shop. The full calendar of events will be available at the next meeting.

Andy Miklos: 2 things: 1. Show numbers for the volunteer fire-fighter tax rebate program to see if the program is working or not to increase the number of volunteer firefighters. 2. The street department report is not included in the monthly meeting reports. In previous years, a detailed listing of what the public works department was doing was included to show residents what is being completed in the borough. The report shows accountability and what is being done in the town.

Per Scott: I’m not sure if the public needs to know what is being done each day. The public sees that the public works team is out working. Other borough councils do not report on public works. It is not effective if the public works team has to take time daily to report on what they accomplished each day. Planning out goals for the month and reporting on those goals is effective.

**PUBLIC COMMENTS ON AGENDA ITEMS**

**APPROVAL OF MINUTES**

Motion to approve the minutes of the December 18, 2024, 2024 Council Meeting.

Motion made by: Chuck Smith

2<sup>nd</sup> by: Cole Buchina

All in favor: Approved

**PAYMENT OF BILLS**

Motion to pay the bills as presented.

Motion made by: Jason Berman

2<sup>nd</sup> by: Chuck Smith

All in favor: Approved

## **REPORTS**

### **Mayor:** Not present

- Nothing to report

### **Treasurer:**

- Report is in the packet for review.

### **Solicitor:**

- Nothing for public session

### **Building Inspector:** Not present

- Nothing to report
- Scott indicated that the new partnership is working out very well and is very pleased with how everything is going.
  - o Working together on landlord/tenant registrations and the building inspections that coincide with property maintenance.
  - o We have new door hangers
  - o Having them attend the next meeting

### **Chief of Police:**

- Report is in the packet of services provided in the borough.
- Compiling an annual report to discuss 2024
- Chief Honick like to meet with a smaller group to discuss the 2025 goals
  - o Interested in setting up a DOT Inspection in the coming months
    - This inspection would increase the knowledge of those commercial drivers who ignore the signage that is present
    - Need to discuss a location in which this inspection would take place
    - Scott asked if there was a way to have the police monitor at the 2<sup>nd</sup> & Market intersection, and once they go through that light and out onto Rt. 51 that they are stopped.
  - o Parking program
    - Residential & Business parking permits

### **Animal Control:**

- Nothing to report

### **Borough Manager:**

- We held bid openings for Maple Avenue. We will award the job to the lowest responsible bidder after reviewing the alternate bids to complete the job in the most acceptable way. The alternate options include guide. Rail and paving solutions.
- We received the request for qualifications for the engineering services for the Riverwalk project. I suggest that we review those plans with the planning committee before making a selection.
- We will need to put out bids for the LSA grant for some new sidewalks on Center Avenue.
- We are trying to wrap-up the final payments for the Market Street and Green Space Project.
- We have begun improvements to the borough which will include new flooring and a conference table with chairs. We will probably pickup another small meeting room when the evidence room gets moved to the township.

## **REPORTS OF COMMITTEES**

### **Budget & Finance:**

- Nothing to report

### **Public Safety:**

- There have been many chimney fires over the past month.
- The fire company has had over 35 calls as of January 28<sup>th</sup> and is averaging 1.25 calls per day. To put that into perspective, the fire company had a total of 403 calls for the year 2024, which is roughly 33 monthly calls.
- February 8<sup>th</sup> will be an ice rescue class for certification

### **Public Works:**

- During the manager's reporting, Scott discussed the projects that the Public Works team was working on, which included:
  - o There were several snow events so far in the month of January that required nighttime hours for salting and snow removal.
  - o We have used our allotment of salt for the year but should still be able to receive loads.
  - o We are currently installing a new floor in the borough building.
  - o Inspecting roads for repair needs with pothole repairs and crack sealing needs.
  - o Will be taking down Christmas trees and other decorations soon as the weather permits.

### **Parks & Recreation:**

- Moving forward with the US Steel Grant just waiting on official notification
  - o There could be a potential hold on this grant due to the possible takeover of US Steel

### **Ordinance:**

- Enforcing ordinances is a priority
  - o Abandoned houses and buildings need to be addressed
  - o With the partnership we have with building inspectors we should start to see those issues being resolved
- Our ordinances and code will be going live this week online
  - o The police and building inspectors will have access to those

### **Personnel:**

- Nothing to report

### **Economic Development:**

- Plans to meet with Chrissy from the EADC to discuss events and how council can assist

### **Planning:**

- The planning committee will meet to discuss the request for Engineer Qualifications for the Riverwalk project.
- Adding the salt building to demolish
  - o We will have to discuss where we will locate salt next year

### **Old Business:**

### **New Business:**

1. Motion to make a fourth installment for payment to Pugliano for grant projects 19-GEDF-025 and 2020-GEDTF-147 of approximately \$185,000.
2. Motion to approve 2025 Re-Occurring Expenses list included in packet.
3. Motion to approve payment to Glenn Engineering for 19-GEDF-025 and 2020-GEDTF-147 of approximately \$45,600.
4. Motion to approve the rate increase of \$5.00 per hour for Glenn Engineering Services.
5. Motion to ratify the exoneration of the Tax Collector of delinquent real estate taxes restorative to December 31, 2024.
6. Motion to approve payments to eligible volunteer emergency responders for the real estate tax credit.
7. Motion to approve the Insurance Policy for the period of 1/15/2025-1/15/2026 for the amount of \$20,325 to Eber & Associates, Inc.
8. Motion to renew the Workers Comp Policy with Amtrust.
9. Motion to approve the Summer on Plum Street Application from June 5, 2025 to August 28, 2025.
10. Motion to accept the lowest bid for 2023-GEDTF-181 Maple Avenue after Solicitor and Engineer review.
11. Motion to approve the request for engineering services for the Elizabeth Borough Riverfront Walking Trail Design and Project Plan upon Solicitor and Planning Committee review.

A motion was made to accept Motions #1 - #11 as one full motion: Chuck Smith  
2<sup>nd</sup>: Jason Berman  
All in Favor made through Role Call:  
Cole Buchina – Yes  
Jason Berman – Yes  
Dana Cress – Yes  
Desiree Gephart – Yes  
Tim Guffey – Not Present  
Chad Rager – Yes  
Chuck Smith – Yes

**PUBLIC COMMENTS:**

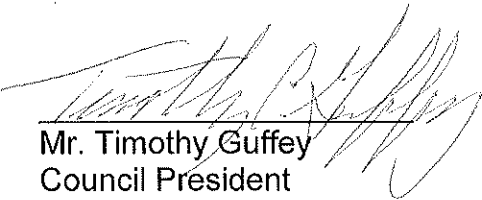
**Andy Miklos:** When meeting to discuss riverwalk qualifications, make sure to include the municipal authority (including Chuck Smith), as the project will need to include the five light poles along the river.

**Jason Berman:** I wanted to congratulate the businesses on the best of the best awards, which show that the town is a great place to live and work.

**GOOD OF THE ORDER:**

**ADJOURNMENT:**

Motion to adjourn council meeting at 7:35 PM  
Motion: Chuck Smith  
2<sup>nd</sup>: Cole Buchina  
All in favor --- Approved

  
Mr. Timothy Guffey  
Council President

Prepared by:

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Scott Craighead  
Borough Secretary