

**Borough of Elizabeth—Regular Meeting of Council Minutes  
March 25, 2025 7:00 PM**

Call to order March 25, 2025 at 7:00pm - by Tim Guffey – President

Pledge of Allegiance

**IN ATTENDANCE:**

Mr. Cole Buchina  
Mrs. Dana Cress  
Mr. Jason Berman  
Mr. Tim Guffey  
Mr. Chuck Smith  
Mayor Boucher  
Solicitor Matta  
Borough Manager Scott Craighead  
Chief Ken Honick  
Building Inspector Rob Vitous

**ABSENT:**

Mrs. Desiree Gephart

**ANNOUNCEMENTS:**

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

**VISITORS:**

Joe DeChicchis spoke about the Daughters and Sons of the American Revolutionary War – reenactment and presentation on May 30<sup>th</sup> of the bicentennial celebration of Lafayette’s travels through Elizabeth.

**PUBLIC COMMENTS ON AGENDA ITEMS:**

**APPROVAL OF MINUTES:**

Motion to approve the minutes of the March 25, 2025 Council Meeting Minutes  
Motion made by: Cole Buchina  
2<sup>nd</sup> by: Chuck Smith  
All in favor: Approved

**PAYMENT OF BILLS:**

Motion to pay the bills as presented.  
Motion made by: Chuck Smith  
2<sup>nd</sup> by: Chad Rager  
All in favor: Approved

## **REPORTS**

### **Mayor:**

- Nothing to report

### **Treasurer:**

- Report is in the packet for review.

### **Solicitor:**

- Nothing for public session

### **Building Inspector:**

- Rob Vitous introduced himself as the new building inspector for the borough. Working closely with Scott to formulate a cohesive plan that allows the township and the borough to share the same methods, fee schedules, filing, records, etc. Will move forward with a structure for a landlord registration fee and occupancy, which will hopefully encourage landlords to be held more accountable for their properties.

### **Chief of Police:**

- Report is in the packet of services provided in the borough.

### **Animal Control:**

- Nothing to report

### **Borough Manager:**

- The financials have been finalized for the Market Street grants and final payments have been made to the borough from the county.
- We have been meeting with the engineers and Steel River Council of Governments to institute current grants and investigate new grant opportunities for grants for needed projects.
- Construction will begin in April and May for current projects including roads, parking lots and retaining walls.
- Audits were performed for the pension and the Annual financial audit is in the process is beginning.
- The codification of the ordinances and other borough documents is continuing so that those documents can be accessed by management and public online.

## **REPORTS OF COMMITTEES**

### **Budget & Finance:**

- Nothing to report currently; however over the next few months we will start to gear up for the 2026 budget and therefore any requests should be

### **Public Safety:**

- Nothing to report currently

### **Public Works:**

- During the manager's reporting, Scott discussed the projects that the Public Works team was working on, which included:
  - o Streetlights that are out have been submitted to West Penn Power for repair
  - o Patching of roads as needed
  - o Performed maintenance on lawn equipment for the upcoming season
  - o Working on installing river marking signs
  - o Cleaned up Borough Council Meeting room – hung pictures, cleaned, etc.
  - o With waters being up on the barge working on keeping that area clean

### **Parks & Recreation:**

- Nothing to report

### **Ordinance:**

- Will discuss the sign ordinance during the April meeting

### **Personnel:**

- Nothing to report

### **Economic Development:**

- Nothing to report

### **Planning:**

- Planning Commission meeting on April 1<sup>st</sup>, 2025 at 6pm to review the Municipal Authority Sale.

**Old Business:**

**New Business:**

1. Motion to approve Glenn Engineering invoice for completion of the 75% Engineering & Design Submittal for the relocation of Riverfront Park for the amount of \$168,344.00 (reimbursed by Army Corps of Engineers).
2. Motion to renew the Cyber Insurance Policy through Travelers for the amount of \$2,541.00
3. Motion to approve applying for a grant through Greenways, Trail and Recreation Program (GTRP) for \$250,000 for the riverwalk project.
4. Motion to approve the Event Application for the Memorial Day Parade and Ceremony to be held May 26, 2025 at 9:00 am.

A motion was made to accept Motions #1 - #3 as one full motion: Jason Berman

2<sup>nd</sup>: Desiree Gephart

All in Favor: Approved

**PUBLIC COMMENTS:**

**GOOD OF THE ORDER:**

**ADJOURNMENT:**

Motion to adjourn council meeting at 7:19 PM

Motion: Chuck Smith

2<sup>nd</sup>: Desiree Gephart

All in favor --- Approved



Mr. Timothy Guffey  
Council President

Prepared by:

---

Scott Craighead  
Borough Secretary