

**Borough of Elizabeth - Regular Meeting of Council**  
**March 26, 2024 7:00 PM**  
**Minutes**

**CALL TO ORDER**

President Guffey called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

President Guffey led all in the Pledge of Allegiance.

**ROLL CALL**

Present – Mr. Smith, Mr. Guffey, Mr. Buchina, Mrs Cress  
Also Present – Borough Manager Mr. Craighead, Solicitor Matta  
Absent – Mrs. Gephart, Mayor Boucher, Mr Berman, Mr. Rager

**ANNOUNCEMENTS**

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

**VISITORS**

Larry Ross – Calendar of events for EADC April – December; Hoping that the marquee will be updated with events

**PUBLIC COMMENTS ON AGENDA ITEMS**

None

**APPROVAL OF MINUTES**

1. Motion to approve the minutes of the January 2<sup>nd</sup> reorganization meeting and February 27<sup>th</sup> council meeting.
  - a. Motion - Mr. Buchina
  - b. Second - Mr. Smith
  - c. All in favor - Motion passed

**PAYMENT OF BILLS**

1. Motion to pay the bills as presented.
  - a. Motion – Mr. Smith
  - b. Second - Mr. Buchina
  - c. All in favor – Motion passed

**REPORTS**

1. Mayor
  - a. Not in attendance – Nothing to report
2. Treasurer
  - a. Report is in Packet
3. Solicitor
  - a. Nothing to report for public session

**4. Building Inspector**

**5. Chief of Police**

- a. Report in packet – month of February responded to: 121 dispatched calls for service, 33 traffic stops; which resulted 10 traffic citations, investigate 2 traffic accidents, 5 arrests. VFT Officer back in rotation and had 2 inspections
- b. Since January 1<sup>st</sup> – 86 days of service, 258 shifts have been covered with at least 1 officer per shift.

**6. Animal Control**

- a. Nothing to report

**7. Borough Manager**

- a. The report is in the packet with Grant Updates:
  - i. Work on Maple Ave, collapsed wall and pavement of road
  - ii. Pavement starting at end of April for 4<sup>th</sup> Ave and Birch Ave
  - iii. River Trail Grant – build walkway along river will be delayed until the barge is lifted and lock taken out
  - iv. 2 grants from EADC – will be going out for bids and will hopefully have those back for approval for April meeting.
  - v. Engineer process Army Corp project waterfront has begun; however, the work may not start until September/October due to permits.

**REPORTS OF COMMITTEES**

**1. Budget & Finance –**

**2. Public Safety & Public Works –**

- a. Report is in the packet.

**3. Parks and Recreation –**

**4. Ordinance –**

**5. Personnel –**

**6. Economic Development –**

**7. Planning –**

**Old Business –**

Nothing to report

**New Business**

- 1. Motion to approve One Stop Vinyl Shop to do the signage for the Borough Building and Public Works Truck at a cost of \$705.00.
- 2. Motion to approve Lutterman Excavating, LLC. as the low bidder for demolitions for the Blight Remediation Program Grant Contract #C000077623 with a bid of \$24,900.00
- 3. Motion to approve codification project at a cost of \$17,995 with \$13,500 of those funds coming from the STMP Grant.
- 4. Motion to approve a variance to West Penn Power to move the telephone pole at North 3<sup>rd</sup> Avenue located on the property belonging to Kuzma Law Group.
- 5. Motion to approve the deposit of \$14,670.00 into the fire escrow account for the fire on 3<sup>rd</sup> Avenue.
- 6. Motion to approve the Special Event Application for the Pooch Parade to be held on April 27, 2024.
- 7. Motion to approve Rotary Club membership fees for Scott Craighead and one other rotating representative from the borough at a cost of \$84.42 quarterly per membership.

8. Motion to hire Christine Pudleiner as a part-time clerk at a rate of \$19.00 per hour.
9. Motion to approve committee members as listed:
  - i. **Budget & Finance** – Mr. Berman, Mr. Guffey, Mrs. Gephart, Mr. Craighead
  - ii. **Personnel** – Mr. Guffey, Mr. Rager, Mr. Berman, Mr. Craighead
  - iii. **Public Works & Public Safety** – Mr. Smith, Mr. Rager, Mr. Buchina
  - iv. **Parks & Recreation** – Mrs. Gephart, Mrs. Cress, Mr. Buchina
  - v. **Economic Development** – Mrs. Cress, Mr. Guffey, Mrs. Gephart
  - vi. **Planning** – Mr. Smith, Mrs. Cress

**Motion – to combine all 9 motions**  
**Motion – Mr. Smith**  
**Second – Mr. Buchina**  
**All in favor – Roll Call Vote**

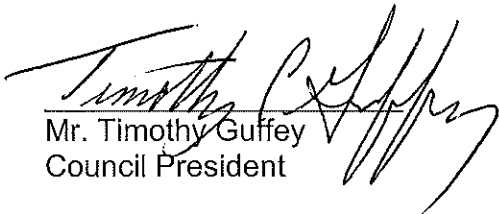
**PUBLIC COMMENTS**

Larry Ross – Commended the ETPD for their presence in the town.  
Lynne Blewitt – As a business owner feels that the presence of the ETPD has been welcomed and received well.  
Chief Honick – Thanked Larry Ross for the event schedule that the EADC has presented to Council. Looking forward to the events and knows that he has already scheduled police presence for the events.  
Mr. Craighead – ETPD might want to set up a tent during larger events as a meet-in-greet.  
Enforcement of meters – Set up a warning system for ticketing and then move forward with ticketing as of May 1, 2024. The parking passes are \$8/month or \$96/year.

**GOOD OF THE ORDER:**  
**Motion to Adjourn – Mr. Smith**  
**Second – Mr. Buchina**  
**All in Favor**

**ADJOURNMENT – 7:23 PM**

Prepared by:

  
Mr. Timothy Guffey  
Council President

  
Scott Craighead  
Borough Manager