

**Millersburg Borough Council
May 13, 2020 Meeting Minutes**

The meeting was held via WebEx Due to COVID-19 Concerns.

Call to Order – President Dietz called the Council meeting to order at 7:02PM with Cl’ms Boyer, Hoke, Ibberson and Snyder present. Mayor Ibberson, Borough Manager Kayla Buker and Borough Secretary Ann Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Virginia Thornton, Gannett Fleming

Approval of Minutes – Motion by Cl’m Ibberson, seconded by Cl’m Snyder to approve the minutes from the April 8 and April 22, 2020 meetings as presented. Motion carried.

Public Comment – None.

Engineer’s Report – Written report was provided to all Cl’ms.

2020 Paving Project Bid Award – President Dietz reported that he has not received an answer from Alvord Polk regarding their move out of town. Council reviewed the project base bid and alternates. Motion by Cl’m Hoke seconded by Cl’m Snyder to award C & D Alternates (North Street, from Church Street to the High School) totaling \$37,939.50, to New Enterprise Stone and Lime Company and to use any leftover material on Gerhart Street maintenance work via a change order. Motion includes additional contract sharing with a private owner to repair a large pothole off of Gerhart Street, at the west end of the Alvord Polk property. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoke, Ibberson and Snyder. President Dietz directed Manager Buker to contact the property owner to advise that an offer will be forth-coming regarding the pothole repair. Ms. Thornton will issue the Notice to Proceed to New Enterprise before the Council’s June meeting. The project is to be completed prior to the start of the 2020-2021 school year. Secretary Jackson will advise Ms. Thornton of the school start date.

Pedestrian Bridge Study – Per President Dietz’s direction, Ms. Thornton will move this to the long range project list.

ADA Upgrades at 101 West Street – Gannet Fleming has quoted \$5,400 for design fees for two separate contracts; one for the restroom renovations and one for the ramp work. The Borough would then use the design proposals to solicit quotes from chosen contractors. Motion by Cl’m Boyer, seconded by Cl’m Snyder to use the Borough match of \$5,000 and \$400 from grant funds to hire Gannet Fleming to provide designs for both contracts. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoke, Ibberson and Snyder.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Hoke, seconded by Cl’m Ibberson to accept the Financial Report as presented. Motion carried. The Capital Improvement report was also reviewed. Cl’m Hoke requested background information on the Gator purchase, which will be partially funded by the USDA Grant. Hoke questioned whether or not we might need a requote and whether we may purchase a used unit. Secretary Jackson will forward information to him. Motion by Cl’m Snyder, seconded by Cl’m Hoke to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoke, Ibberson and Snyder.

Committee Reports

Employee Relations

Report from Chairman – Cl'm Snyder reported that our Public Works Crew Leader has agreed to continue in that position and a concerted effort will be made to improve communications between Manager Buker and the Crew Leader. Snyder suggested that an upgraded phone for the Crew Leader may be in order. President Dietz directed Secretary Jackson to research prices for an upgraded phone, using Tracfone service.

Employee Manual Amendment – Medical Insurances Eligibility for Part-Timers – The availability of medical insurance coverage for part-time employees needs to be further defined in the Employee Manual. Motion by Cl'm Snyder, seconded by Cl'm Hoke to state that a part-time employee must work a minimum of 20 hours per week to be eligible for the Borough's medical coverage, at their own expense. Motion carried. Cl'm Snyder will have the draft amendment ready for Council review at the May Committee of the Whole meeting.

Finance and Risk Management

President Dietz reminded Cl'ms that their Financial Interest Statements are due to the Borough Secretary.

Parks and Recreation

Report from Chairman – Cl'm Boyer reported that the Public Works crew will be working on the river front clean-up due to the recent high water. The MYO compost site gate replacement project is in progress. President Dietz extended his thanks to the Public Works crew for cleaning the swing frames in Riverfront Park. Seal Park swings are on the schedule next.

Grosser's Excavating Invoice – Council reviewed the invoice for clean-out of the MYO compost site. Motion by Cl'm Boyer, seconded by Cl'm Hoke to pay the invoice of \$2,025 to Grosser's for their work. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoke, Ibberson and Snyder.

Park/Public Restrooms Discussion – Council discussed reopening the restrooms, requiring masks to be worn, providing hand sanitizer, cleaning multiple times per day and posting that restrooms are to be used at one's own risk. President Dietz directed Manager Buker to consult with our insurance agent regarding protocol for reopening in general or for emergency use only, etc. Buker was also directed to assess the cleaning supplies on hand and availability for purchase. She is also to assess the availability of the Public Works crew, including Mr. Martz, with reference to additional cleanings of restroom facilities. Mr. Martz is also to be instructed to monitor the Riverfront Park and Sweet Treats trashcans on weekends and holidays.

Property

Report from Chairman – Cl'm Hoke reported that he met recently with the Public Works crew for a shop tour. He also reviewed the equipment list with the Crew Leader. The air compressor is currently at a local small engine repair shop for work, estimated to be \$80. Cl'm Snyder suggested an electric paint sprayer for use in disinfecting the restrooms; the sprayer would be used in conjunction with respirators.

Public Safety

Report from Chairman – Cl'm Ibberson asked Cl'ms to consider what will happen to the Borough when our two officers retire and if PSP may be our alternate. President Dietz referred this to Committee of the Whole for further discussion on an on-going basis.

Streets

Manager Buker reported that the Public Works crew did a good job of patching a pothole at the intersection of Blosser and Gilbert Streets.

Economic Development

President Dietz reported that he was contacted by Gary Lenker, President of Tri-County Housing Development Corporation, a HUD designated group. Mr. Lenker asked if his group could assist with fixing vacant properties in the Borough. Specifically, Mr. Lenker would like to address Borough Council regarding the old Leitzel's Jewelry Store and the two properties immediately to the west of Leitzel's, on Center Street. President Dietz directed Manager Buker to invite Mr. Lenker to attend an upcoming Committee of the Whole meeting.

Mayor's Report – Regarding the disposition of bikes and scooters in Police storage, Mayor Ibberson suggested either Recycle Bicycle or Big Himmy's (Mark Himmelreich). Cl'm Snyder volunteered to contact Mr. Himmelreich to ask him if he would be interested in inspecting the bikes we have and choosing salvageable ones to be given to needy community children.

Manager's Report – Written report was provided to all Cl'ms. Additionally, Manager Buker reported that per EMC Sean Grimm, there are 20+ residents and 20+ staff at Premier who are positive for the Coronavirus. Premier is aware that PA National Guard support is available. President Dietz directed Manager Buker to work with Mr. Grimm on this matter and suggested asking Dauphin County EMA what protocols we can promote to protect people.

Cl'm Boyer left the meeting.

Code Enforcement Report – Council reviewed the written report as submitted by Karen Zaporozec. Any issues from Council should be reported to Manager Buker who will forward them on to Ms. Zaporozec.

Unfinished Business

HRG Invoice – Center Street Flood & Erosion Control Project – Council reviewed the latest invoice for \$7,200. Motion by Cl'm Hoke, seconded by Cl'm Ibberson to forward the invoice to Dauphin County for payment. Motion carried.

New Business

Upper Paxton Township Invoice for Salt – Council reviewed the Township's invoice for \$1,675.52. Motion by Cl'm Hoke, seconded by Cl'm Snyder to approve payment of the invoice to Upper Paxton Township. Motion carried with yes votes from Cl'ms Dietz, Hoke, Ibberson and Snyder.

2020 Ferry Boat Rates – Council reviewed the proposed rates for 2020, which are the same as 2019's rates. Motion by Cl'm Hoke, seconded by Cl'm Snyder to ratify the 2019 rates as the 2020 rates. Motion carried.

Handicapped Parking Space – 455 Market Street – Manager Buker presented information relative to a hand-capped parking spot application at 455 Market Street. Motion by Cl'm Snyder, seconded by Cl'm Hoke to approve the hand-capped parking space application for 455 Market Street and to verify that the placard belongs to the resident at said address. Motion carried. The proposed space will be the second parking spot south of the yellow curb.

Communications – All communications were made available to Cl'ms. There was nothing requiring Council action.

Organization Reports

Millersburg Planning Commission – Manager Buker reported that the Planning Commission had a virtual meeting in May and that they are catching up on projects and deciding future projects.

Next Meeting – President Dietz announced that the Council will meet next on May 27 for Committee of the Whole.

Motion by Cl'm Ibberson, seconded by Cl'm Snyder to adjourn the meeting at 9:35PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary