

Committee of the Whole

May 27, 2020

*The meeting was held via Webex due to COVID-19 restrictions.*

The meeting came into session at 7:03 p.m.

**Present:** Councilmembers Chris Dietz, Brent Boyer, Brian Hoch, Adam Hoke, Gary Ibberson, and Colby Snyder. Mayor Rick Ibberson was present.

**Also present** were Borough Manager Kayla Buker and Borough Secretary-Treasurer Ann Bowman Jackson.

**Employee Relations**— Secretary Jackson shared research done at council direction into smartphone options that might be suitable for the public works crew leader. Council discussed whether a cell phone stipend would be feasible and appropriate. Council determined that at this point in time this would not be a feasible option. Discussion then moved on to whether the public works crew leader would be comfortable using the potential options, given that the phones in question were Androids and the crew leader used an iPhone as his personal cell phone. It was decided that the crew leader would be asked how he felt communication was proceeding and his comfort level with potentially using an Android.

Councilman Snyder shared that he did not yet have the updated Employee Manual language available. He indicated that he would get the language out to Council promptly.

**Finance and Risk Management**— Secretary Jackson was asked to get together a year-over-year budget analysis to try and assess how COVID-19 is impacting the Borough budget.

**Parks and Recreation**— Manager Buker shared research requested by President Dietz about potentially reopening the Riverfront Park bathrooms. Council reviewed the information pertaining to insurance coverage, other state and regional outdoor area bathroom facilities, cleaning protocols and potential supply and staffing needs. Council discussed when it would be appropriate to open facilities, which facilities, and the potential facilities' hours.

It was determined that when Dauphin County moved to the Yellow Phase, the bathrooms at Riverfront Park would be open part-time. The bathrooms would open to coincide with the hours of the ice cream stand. Public Works employees would clean the bathrooms once per day on the days that the ice cream stand was opened. Signs are to be posted on the doors of the bathroom indicating that the bathrooms are only cleaned once a day, that proper hygiene measures must be taken, the door must be locked by the individual using the restroom, and only one person should use the bathroom at a time. Manager Buker was directed to update public works and the ice cream stand owner and staff, acquire a sprayer for the disinfectant, and to update the public via Facebook on the change. Additionally, Manager Buker was directed to contact PSAB and confirm that there were not potential issues with this decision.

Council discussed pavilion rentals in light of moving to the Yellow Phase. It was determined that Secretary Jackson would draft an agreement and have it reviewed by the Borough Solicitor, to

outline what the Borough would require any pavilion renter to follow in order to proceed. This included the disclaimer that the Borough had not opened public restrooms in MYO or Seal Parks, as well as a requirement that the renter follow gathering size restrictions in place by PA Department of Health, and other requirements.

Manager Buker shared that the Ned Smith Festival, scheduled to take place in MYO Park during the last weekend in July, had been cancelled. Council directed Manager Buker to share that information with the contractor and landscape architect for the MYO park renovation project and determine when it would be possible for the contractor to start. Secretary Jackson was asked to assess how many pavilion rentals were scheduled for July.

Councilman Brian Hoch left the meeting at 7:58 p.m.

**Streets**— There were no updates.

**Property**— Manager Buker and Secretary Jackson provided an update on what they had been able to determine from the file on the USDA grant that would reimburse a portion of cost for getting a public works utility vehicle. Secretary Jackson had found a portion of Title 75 that discussed the use of UTVs and ATVs on public roads, and Council discussed the applicability of the section. It was determined that so long as DCNR licensing was obtained and turns onto state roads were made at the required 90-degrees, it would be permissible for the UTV to be driven on Borough roads. Councilman Snyder shared that he was aware of an individual who could provide the required training to Public Works for DCNR licensing and it was determined Councilman Hoke would get in touch with this individual. Manager Buker is to follow up with the USDA contact person to determine if it would be permissible to purchase a used UTV, as one other project covered by the grant has gone over budgeted cost.

**Public Safety**— At the direction of President Dietz, Manager Buker had worked with Secretary Jackson to develop a procedure for how Ordinance Violations would be documented and handled. This procedure also incorporated feedback from Cpl. Wise. The draft of this procedure was provided to council for review. Council did not have any desired changes, and asked Secretary Jackson if it would be more appropriate to make this a resolution or a standard operating procedure. It was determined that it would be most appropriate to have the draft become a standard operating procedure upon approval at the next Borough Council Meeting.

Councilman Ibberson had brought up the topic of long-range planning for the Millersburg Police Department. The two officers currently employed by the Borough are set to retire by the end of 2022. Council expressed a desire to have a meeting with the current officers about potentially hiring a third officer at a higher rate than stated in the contract. The preferred timeline for that potential hire would have a new officer starting and overlapping with the current officers. Council directed Manager Buker to reach out to the Police Patrol Officers' Association to request a meeting. Secretary Jackson was directed to research the 2020 budgeted salary and to calculate benefits for a new full time police officer.

**Economic Development**— Council expressed a desire to know more about the Department of Health protocol for how Long Term Care Facilities were handling COVID-19 positive patients.

Manager Buker was instructed to reach out to EMC Sean Grimm to determine what information was available and what Council could do.

Manager Buker shared that Pleasant Valley Homes, who had previously expressed interest in the Reamer Tool site, visited the site alongside Dauphin County DCED officials on May 14<sup>th</sup>. The developer expressed a desire to talk with Council at a later date about the site.

**Other Business**—Councilman Hoke inquired about the status of the Millersburg Area Pool. Manager Buker was directed to reach out to the Pool Association Board President to inquire about future plans. Councilman Hoke also requested that Manager Buker post on the Borough Facebook a reminder about the vacancy on Borough Council.

The meeting adjourned at 9:08 p.m.

Respectfully submitted,

Kayla Buker

Borough Manager