

**Millersburg Borough Council  
July 8, 2020 Meeting Minutes  
Millersburg Borough Council Chambers**

**Call to Order** – President Dietz called the Council meeting back to order at 7:06PM with Cl’ms Bowman, Boyer (arrived at 7:08), Hoch and Hoke present. Mayor Ibberson and Cl’m Ibberson were present via Webex. 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** – None.

**Approval of Minutes** – Motion by Cl’m Hoke, seconded by Cl’m Bowman to approve the minutes from the June 10 and June 24, 2020 meetings as presented. Motion carried.

**Public Comment** – None.

**Financial Reports** – Council reviewed the Financial Report. Motion by Cl’m Bowman, seconded by Cl’m Hoch to accept the Financial Report as presented. Motion carried. The Capital Improvement Report was also reviewed. Motion by Cl’m Boyer, seconded by Cl’m Bowman to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoch, Hoke and Ibberson.

**Committee Reports**

**Employee Relations**

**Public Works Crew Leader Position** – Manager Buker reported that we have received four resumes so far. Council agreed to extend the deadline to 4:30PM on Tuesday, July 14<sup>th</sup>. President Dietz encouraged those with Facebook to share the Borough’s related post.

**Finance and Risk Management**

**2019 Liquid Fuels Audit** – Chairman Bowman reported that we received the PA Department of Auditor General’s report. The audit was performed remotely, due to COVID-19. There were no findings.

**Parks and Recreation**

**MYO Park Compost Site** – Manager Buker was directed to check the camera at the site and to report her findings to Council. Chairman Boyer reported that the new bollards for the gate keypad will be installed as soon as the Public Works crew has more help. Manager Buker was directed to instruct the Public Works crew to push back the debris piles at the compost site, since it is again filling up and the clean-up funds have already been spent for this year.

**MYO Park Renovations Project** – There was a pre-construction meeting, including a site visit, with Matthews Construction, YSM, Cl’m Boyer and Manager Buker. Nothing new to report.

**Tree Removal** – As part of the MYO Renovations Project, Cl’m Boyer recommended removing a dead tree in the area where the new pavilion will be placed. He obtained several quotes and recommended Richard Raker. Motion by Cl’m Bowman, seconded by Cl’m Hoch to approve hiring Richard Raker to do the tree removal for \$1,750, to be taken from the QuickBooks 454.778 line item in the budget. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoch, Hoke and Ibberson.

Permitting Issue – Regarding the MYO Park Renovations Project, President Dietz reported that due to a landscape design change, we now need a modification to our water obstruction DEP permit. He directed Manager Buker to discuss this with Chuck Strodoski at YSM.

MYO Road Improvements Project – Manager Buker reported that Upper Paxton Township’s project engineer (Mr. Farhat) will be coordinating with the Borough’s project engineer (Trevor Matthews, with Matthews Construction), to handle scheduling specifics. If total road closures are known and communicated to the Borough Office, Secretary Jackson is to notify MYO compost site permit holders of said closures.

Park Restrooms Update – Seal Park restrooms are open Monday through Friday only. The Welcome Center restrooms are open Thursday through Sunday, in conjunction with Sweet Treats’ hours of operation.

Pavilion Rentals – Secretary Jackson gave an update on the schedule. There is only one rental in July and one pending. August has five rentals scheduled. Council directed Secretary Jackson to update the COVID-19 Agreement and to continue using it.

### **Property**

UTV Purchase – Council reviewed the quote from Hoffman’s Outdoor and Repair. Chairman Hoke reported that they will deliver the UTV to us and that they will pick up and deliver for servicing needs. Motion by Cl’m Bowman, seconded by Cl’m Hoke to approve the purchase of the UTV from Hoffman’s for \$16,900. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoch, Hoke and Ibberson. Cl’m Hoke will place the order and request the lead time. Additionally, Council directed Manager Buker to contact KMIT to get safety protocols and driver training information for the Public Works crew. Cl’m Snyder will be asked to contact Todd Peifer who reportedly offers driver safety training. The training is to take place after the new Public Works crew leader is hired.

Authority Conference Room AC Unit – Cl’m Hoke reported that the unit is being repaired by Imhof’s. He will ask another HVAC vendor to provide a quote for modernizing the Authority’s three work areas.

### **Public Safety**

Prescription Drop Box – Standard Operating Procedure – Council reviewed the draft policy. Motion by Cl’m Hoke, seconded by Cl’m Bowman to approve the policy as presented. Motion carried.

Full Time Office Benefit Cost Overview – Tabled until July 22<sup>nd</sup> Committee meeting. The list of surrounding municipalities’ full time police officer starting salaries has been requested from Officer Trego.

### **Streets**

Additional Stop Signs – A Borough resident has requested Council review of two intersections – Front and Pine Streets and Gerhart, Moore and River Streets. It was determined that the sign at Front and Pine Streets is missing and that it should be replaced. Council agreed that no sign is needed at the Welcome Center.

Walnut Street Sinkhole Televising Quotes – Council reviewed quotes provided by Mr. Rehab and NazzTech and directed Manager Buker to get clarification on both regarding cleaning for discussion at the July 22<sup>nd</sup> business meeting.

**Economic Development** – Chairman Dietz had nothing to report.

**Mayor’s Report** – Regarding modification of the existing contract, Mayor Ibberson reported that he is waiting for MPOETC to respond to a question about police physical agility testing. Cl’m Hoke suggested adding walking tours to the officers’ schedules.

**Manager's Report** – Written report was provided to all CI'ms. Additionally, Manager Buker reported that the Center Street Erosion Control project will begin on July 13<sup>th</sup> and that the affected property owners have all been advised.

**Borough Building ADA Upgrades Project** – President Dietz directed Manager Buker to proceed by contacting appropriate contractors and soliciting quotes for review at the July 22<sup>nd</sup> business meeting.

**Code Enforcement Report** – Council reviewed the written report as submitted by Karen Zaporozec.

**Engineer's Report** – Written report was provided to all CI'ms.

### **Unfinished Business**

**Reopening Borough Building** – Council agreed to remain closed to the public until further review on July 22<sup>nd</sup>.

**Borough Resolution No. 20-01 MASD Gaming Grant / Letter** – This resolution indicates Council's support of the Millersburg Area School District's Gaming Grant application for funding for security improvements and stair lifts. Motion by CI'm Boyer, seconded by CI'm Hoch to approve Borough Resolution No. 20-01 in support of MASD's Gaming Grant application. Motion carried.

Mayor Ibberson and CI'm Ibberson left the meeting.

### **New Business**

**PSAB Fall Leadership Conference** – CI'm Bowman requested authorization to attend the conference in Gettysburg on October 16-18, 2020. Motion by CI'm Boyer, seconded by CI'm Hoke to approve the \$200 registration fee for CI'm Bowman to attend. Motion carried with yes votes from CI'ms Boyer, Dietz, Hoch, and Hoke; CI'm Bowman abstained.

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

CI'm Boyer left the meeting.

### **Organization Reports**

**Upper Dauphin COG** – CI'm Dietz reported that there was no meeting.

**Millersburg Planning Commission** – July 1, 2020 (draft) meeting minutes were provided.

**Millersburg Area Pool Association** – The pool opened on June 27<sup>th</sup>.

**Millersburg Fire Company** – No report.

**Millersburg Area Authority** – May 4, 2020 meeting minutes were provided to all CI'ms.

**Dauphin County Tax Collection Committee** – January 15, 2020 summary meeting minutes were provided to all CI'ms.

**Millersburg Ferry Boat Association** – There is currently work being done on the ferry wall.

**Dauphin Lebanon County Borough Association** – No report.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Civil Service Commission – July 6, 2020 Reorganization meeting minutes were provided to all Cl'ms.

Millersburg Safety Committee – No report.

**Next Meeting** – President Dietz announced that the Council will meet next on July 22<sup>nd</sup> for a legislative session first, which will be followed by Committee of the Whole.

The meeting was recessed to the Call of the Chair at 8:55PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary