

**Millersburg Borough Council**  
**August 12, 2020 Meeting Minutes**  
**Millersburg Borough Council Chambers**

**Call to Order** – President Dietz called the Council meeting to order at 7:05PM with Cl’ms Bowman, Hoch and Snyder present. 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 Bowman, seconded by Cl’m Snyder to approve the minutes from the July 8 and July 22, 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 Snyder to accept the Financial Report as presented. Motion carried. The Capital Improvement Report was also reviewed. Motion by Cl’m Bowman, seconded by Cl’m Hoch to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Bowman, Dietz, Hoch and Snyder.

**Committee Reports**

**Employee Relations**

President Dietz called an executive session at 7:14PM to discuss employee matters. The meeting was called back into regular session at 7:47PM.

**Public Works Crew Leader Position** – Motion by Cl’m Snyder, seconded by Cl’m Bowman to make a third and final offer to Jeff Jury of the position of Public Works Crew Leader at \$21.00 per hour with two weeks paid vacation upon his hire date. Motion carried with yes votes from Cl’ms Bowman, Dietz, Hoch and Snyder. In the event that Mr. Jury declines this offer, Chairman Snyder directed Manager Buker to email the original sub-committee who will then reevaluate the remaining resumes received and offer interviews to the remaining three candidates. It was noted that reposting the position may also be an option.

**Amendment to Employee Manual** – Motion by Cl’m Snyder, seconded by Cl’m Bowman to amend the current policy regarding vacation to state that employees will receive two weeks of vacation after their first year of employment. Motion carried with yes votes from Cl’ms Bowman, Dietz, Hoch and Snyder.

**Finance and Risk Management** – Chairman Bowman had nothing to report.

**Parks and Recreation**

**MYO Park Renovations Project** – Manager Buker reported that the tree was taken down and that any further work will be determined by Cl’m Boyer and representatives from the Historical Society. Matthews Construction is working in the Park. There is a dedicated page on the Borough’s website for the MYO Park Renovations project as well as for the Borough’s other current construction projects.

**Property**

**Water Fountain Update** – Manager Buker reviewed options with Council. This matter was then tabled.

Daniel Miller House Tenant – Secretary Jackson reported the status of our tenant’s rental invoices. She is two month’s overdue with rent and electric. President Dietz directed that this matter be put on the September 9<sup>th</sup> meeting agenda.

**Public Safety** – No report.

**Streets**

Walnut Street Sinkhole Update – Manager Buker reported that NazzTech videoed the area and provided a written report, including photos. The area needs full replacement. President Dietz authorized Manager Buker to share the report with Gannett Fleming with the intent of having a bid package prepared. Manager Buker is also to question Ms. Thornton if it would be possible to use in-house manpower for doing the demolition work, and to question our crew to see if they would be comfortable doing the demo work.

Paving Project Update – Manager Buker reported that we are expecting the job to be done on August 17<sup>th</sup> or 18<sup>th</sup>, depending on the weather. All affected property owners in the North Street and Gerhart Street areas have been notified accordingly.

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

**Mayor’s Report** – No report. Police Department UCR was distributed to all Cl’ms.

**Manager’s Report** – Written report was provided to all Cl’ms. Additionally, Manager Buker reported on the various projects underway.

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

510/512 Moore Street – Council also reviewed Ms. Zaporozec’s timeline and letter to Mr. Gilbert Troutman. President Dietz directed Manager Buker to proceed by asking Solicitor Kerwin the process and costs involved for the Borough to acquire the property and demolish it. Contractors’ quotes for demolition are also to be gathered.

**Engineer’s Report** – No report.

**Unfinished Business**

Disposition of Mid Penn Bank Stock – Cl’m Bowman provided a comparison of five banks and their stock per share price history, with specific attention to shut-down and post-stimulus fluctuations. President Dietz advised that there is an established price point of \$30, at which time the stock is to be sold and encouraged Cl’m Bowman to work together with Mayor Ibberson. The matter was then tabled until the September 9<sup>th</sup> meeting.

Reopening Borough Building – Currently our status is that we are still closed to the public and Council agreed to make no changes.

Lobar Associates Invoice – Center Street Erosion Control Project – Council reviewed the first Application for Payment. Motion by Cl’m Bowman, seconded by Cl’m Hoch to forward the invoice for \$85,745.70 to Dauphin County for payment from the Borough’s Gaming Grant. Motion carried with yes votes from Cl’ms Bowman, Dietz, Hoch and Snyder.

President Dietz directed Secretary Jackson to get current loan rates for Council review, in the amount of \$125,000.

## **New Business**

Borough Resolution No. 20-02 Dauphin County CARES Act Grant – Council reviewed a draft of the resolution which authorizes the filing of an application for reimbursement and funding through the Dauphin County CARES Act. Manager Buker reported that our application totals over \$114,000. Motion by Cl'm Hoch, seconded by Cl'm Bowman to approve Borough Resolution No. 20-02 as presented. Motion carried.

Heim's Disposal Invoice – Council reviewed the invoice for Clean-Up Day disposal. Motion by Cl'm Snyder, seconded by Cl'm Hoch to pay the Heim's Disposal invoice for \$1,950.54. Motion carried with yes votes from Cl'ms Bowman, Dietz, Hoch and Snyder.

Cl'm Snyder reported that the bicycles collected at Clean Up Day may be ready to distribute by Christmas.

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

## **Organization Reports**

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

Millersburg Planning Commission – August 5, 2020 (draft) meeting minutes were provided.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – June 9 and July 14 meeting minutes were provided to all Cl'ms.

Millersburg Area Authority – June 1 and July 13 meeting minutes were provided to all Cl'ms.

Dauphin County Tax Collection Committee – No report/no meeting.

Millersburg Ferry Boat Association – No minutes received.

Dauphin Lebanon County Borough Association – The next meeting is August 25<sup>th</sup>; speaker TBD.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Civil Service Commission – No report.

Millersburg Safety Committee – No report.

**Next Meeting** – President Dietz announced that the Council will meet next on August 26<sup>th</sup>.

Cl'm Snyder reported that he and Cl'm Boyer will be meeting with Commissioner Pries on August 19<sup>th</sup> to discuss a regional police force.

The meeting was recessed to the Call of the Chair at 9:27PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary