

**September 23, 2020**  
**Committee of the Whole Minutes**

This meeting began at 7:00 p.m.

This meeting was conducted in person with a Webex option available.

Present Council members--Chris Dietz, Alan Bowman, Brent Boyer, Brian Hoch, Adam Hoke, and Gary Ibberson. Also present was Borough Manager Kayla Buker.

There were no guests present at this meeting.

**Public Safety-** There were no updates provided for this committee.

**Employee Relations**—Manager Buker provided an update on the new Public Works crew leader. At the direct of Clm. Snyder, Manager Buker had spoken with the new employee about expectations for communication and job duties; a document outlining these expectations had been signed by the new crew leader.

**Finance and Risk Management-** Clm. Dietz provided an update on a call that he, Clm. Bowman, and Manager Buker had with staff from Mid Penn Bank. The call was discussing a potential sponsorship option for a part of the ongoing MYO Park renovation. The Borough is anticipating a follow up call to further discuss it due to technical issues on the first call.

Clm. Bowman distributed budget worksheets to the appropriate committee chairs and shared Secretary Jackson's request that the worksheets be returned by the 12<sup>th</sup> of October. The October 14<sup>th</sup> meeting will focus on the income side of the budget preparation and the October 28<sup>th</sup> meeting will focus on the expenditure side.

Manager Buker provided an update on a recent Zoom presentation from Tri-County Planning Commission about a regional storm sewer system (MS4) program that is in development. At this point in time Council anticipates not joining due to the cost of the program. Council will reevaluate the decision as the situation develops.

Manager Buker provided an update on the floodproofing FEMA is requiring at the concession stand in Riverfront Park. The Engineer's report indicates that there is still information needed from FEMA for Gannet Fleming to continue developing options for the Borough. Manager Buker was instructed to work with Gannet Fleming to determine what is needed from FEMA to proceed.

**Parks and Recreation**—Manager Buker provided an update on YSM Invoice 6389. The invoice amount is part of a previously agreed to addendum to the contract with YSM. Chuck Strodoski of YSM indicated via email that the \$600 in additional permitting fees would be absorbed into the contract as previously discussed.

On behalf of Secretary Jackson, Manager Buker provided an update on the fall flower barrels. MAWT agreed to sponsor the barrels, and planned to work with Smucker's if Smucker's had sufficient stock to fill the barrels.

Manager Buker shared that the VFW had officially cancelled the 2020 Halloween Parade and Window Painting Contest. An announcement had been made on the Borough Facebook page earlier that day.

**Property** – Clm. Hoch conveyed a request he had received from the Boy Scouts to resume meeting in the basement conference room. After discussion from Council, it was determined that the Boy Scouts would be permitted to resume provided that they thoroughly disinfected the conference room and supplied their own disinfectants. The Boy Scouts are to contact the Borough if they run into issues securing supplies.

Manager Buker provided an update on the status of various components of the ADA renovations. The replacement of a no longer functional and non-ADA compliant water fountain with a water cooler that is ADA accessible was approved for addition to the grant scope of work by the County. After reviewing requirements for an ADA parking space with the Building Code Official and with the Borough's Engineer, it was recommended that the final unmetered spot of the angled parking along the north side of the building be used for the van accessible spot. Council expressed a desire that any work done to the spot be as professional as possible if it is done in house.

After reviewing the work on the interior bathrooms, Manager Buker was directed to contact Robert Koppenhaver Builders to have a seam binder installed to mitigate a tripping hazard at the door jambs.

Manager Buker was directed to document any issues or delays experienced with the Building Code Official.

Manager Buker provided an update on the status of replacing the holiday lights' wiring. Two electricians were scheduled to come out, C.M. High and Scott's Electric, to review the system before providing quotes. Manager Buker was working to get in contact with Larry Baylor of the Millersburg Lions Club to discuss this project.

The new Public works Crew Leader is continuing efforts to reorganize the Pine Street Garage. Manager Buker shared the list of items that he wanted Council direction on. It was determined that old green pipe from a project several years ago could be given to the Millersburg Area Authority; that Manager Buker was to contact the Solicitor about the Borough's ability to sell old playground equipment; that the marble pieces from the fountain are to remain stored at the Pine Street Garage; that the Reamer Tool Sign is to be offered to the Historical Society, and kept at the Pine Street Garage if not turned over to the Society; and that the broken portions of a bench donated by the Lions Club were to be discussed with Larry Baylor as part of the conversation Manager Buker is to have with him regarding holiday lights.

Manager Buker provided an update on the event that occurred September 18 & 19<sup>th</sup> at Korner Collectibles Plus. All appropriate certificates of insurance were provided by all parties and the event was held successfully.

Manager Buker provided an update on the status of the properties at 510 and 512 Moore Street requiring demolition. Tri-County Housing Development was unable to provide any support for this project, due to both the scope of work and the personal connection that leadership had with the property owner. Dauphin County Landbank Authority was open to working with the Borough as a result of the preliminary phone call that Manager Buker had with them. She will be present at the DCLA meeting on October 13<sup>th</sup> to present the Borough's application. Councilmen Hoch and Boyer requested to join her at this meeting. Manager Buker will contact DCLA to have them added to the agenda.

**Streets-** Manager Buker provided updates on her investigations into two applications for Handicapped Parking spots. 186 Pine Street is still being investigated, but appears to have sufficient parking in the rear of the property to make a spot unnecessary. 787 Church Street has a minimum of

one spot available during the day and evening, as documented in photos from Secretary Jackson and Manager Buker.

Manager Buker provided information on the request from the Polk Personal Care Center to do a partial closure of Herman Street between Walnut and Race Streets on September 29 from 1-4 p.m. to allow for street entertainment, weather permitting. Prior consultation with CIm. Hoch (Streets) and President Dietz had determined that due to the timing of the request with the business meeting schedule, it would be appropriate to do a retroactive proposal at the October 14<sup>th</sup> meeting. Additionally, it was determined that it would be appropriate to waive the fee for street closures. This information and a draft facility use agreement were presented to the Council members present for review; no further discussion occurred on this topic.

**Economic Development-** There were no updates provided for this committee.

**Other Business**—Manager Buker had received an email from Bonnie Kent, with Northern Dauphin Human Services Center, requesting a letter of support to accompany the application for a Community Development Block Grant. The application is to support the Just for Today program, which aids Veterans and other community members needing residential support, 12 step programs, and other programs. The Borough had previously supported JFT in other grant applications and Council felt it appropriate to continue to do so. Manager Buker was directed to draft a letter of support for the October 14<sup>th</sup> meeting.

**This meeting adjourned at 8:49 p.m.**