

**Millersburg Borough Council
September 9, 2020 Meeting Minutes
Millersburg Borough Council Chambers**

Call to Order – President Dietz called the Council meeting to order at 7:02PM with Cl'ms Bowman, Boyer, Hoke and Snyder present. Borough Manager Kayla Buker and Borough Secretary Ann Jackson were also present. Mayor Ibberson, Cl'm Ibberson and Jamie Shambaugh (Gannett Fleming) attended via Webex. Solicitor Kerwin arrived at 8:01PM. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Kim Ramberger and Gail Erdman

Approval of Minutes – Motion by Cl'm Snyder, seconded by Cl'm Hoke to approve the minutes from the August 12 and August 26, 2020 meetings as presented. Motion carried.

Public Comment

President Dietz recognized Kim Ramberger, owner of Korner Collectibles, at 267 Market Street. Ms. Ramberger presented a Facility Use Agreement for a Sip and Shop event scheduled for September 18th from 11:00AM to 8:00PM and September 19th from 10:00AM to 3:00PM. Jack Azz Distilling will be offering tastings on the sidewalk in front of the store. Motion to approve the agreement with the \$75 user fee, contingent upon receiving the corrected insurance certificates, including PALCB permit. Motion carried. Ms. Ramberger also asked Council's feelings on holding an event with a food truck. Mayor Ibberson advised that the truck would need to go in the 300 block, with two to three parking spots north of Center Street remaining vacant to provide for vehicle sight lines. Ms. Ramberger would be responsible for the costs to bag the meters for enough spots for the truck itself and additional spots for it to maneuver, in the event that cars are parked on either end. Ms. Ramberger and Ms. Erdman then left the meeting.

Engineer's Report

Walnut Street Sinkhole Update – Jamie Shambaugh reviewed the scope of work and cost estimate to replace the storm water pipe. The total construction estimate is \$112,200. Motion by Cl'm Hoke, seconded by Cl'm Bowman to approve the bidding and contract, field investigation of manholes and PennDOT permit totaling \$8,100. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoke, Ibberson and Snyder. Mr. Shambaugh reviewed the Engineer's Report with Council and then left the meeting.

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

Committee Reports

Employee Relations

Public Works Crew Leader Position – Cl'm Snyder reported that John Hoffman accepted the Borough's offer and will be starting on September 14th. Cl'm Snyder and Manager Buker will be meeting with Mr. Hoffman to review the Borough's job expectations as well as safety aspects, purchasing processes, etc.

President Dietz called an executive session at 7:58PM to discuss a personnel issue. The meeting was called back into regular session at 8:15PM. President Dietz then called a second executive session at 8:16PM to discuss a legal issue.

The meeting was called back into regular session at 9:30PM.

Police Contract Amendment – Motion by Cl'm Boyer, seconded by Cl'm Bowman to authorize Solicitor Kerwin to draft an amendment to the current police contract to allow for a third full time officer, to continue discussion with the two current officers and to report the outcome to Council. Motion carried with yes votes from Cl'ms Bowman, Boyer, Ibberson and Mayor Ibberson. No votes were cast by Clm's Dietz, Hoke and Snyder. Solicitor Kerwin then left the meeting.

Finance and Risk Management

Donation to Millersburg Area Pool Association – Motion by Cl'm Bowman, seconded by Cl'm Hoke to pay a \$500 donation to the Pool. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoke, Ibberson and Snyder.

Borough Resolution No. 20-04 - Mid Penn Bank Loan – This resolution authorizes approval of commercial financing from Mid Penn Bank. Motion by Cl'm Hoke, seconded by Cl'm Bowman to approve Borough Resolution No. 20-04 and to authorize Secretary Jackson to execute and deliver the loan documents. Motion carried.

Parks and Recreation

MYO Park Renovations Project – Cl'm Boyer reported that the project is going well. President Dietz directed Manager Buker to have the Public Works crew put up a sign stating “Park Closed Beyond This Point Until Further Notice”. She is also to monitor that all other signs regarding the Park closure are still posted.

Gazebo Repairs – Cl'm Boyer called Council's attention to the three quotes that we received from Robert Koppenhaver for the floor replacement, painting and new steps on the east side.

Property

ADA Upgrades to 101 West Street Update – Manager Buker reported that the restrooms and water cooler installation should be completed shortly. The railings have not been installed on the ramps yet. Regarding the excess grant funds for the handicapped parking space and automatic door openers, Council agreed not to proceed with the automatic door openers and directed Manager Buker to contact Gannet Fleming to find out if the ADA parking space is required.

Daniel Miller House Tenant Update – Secretary Jackson reported that the tenant has paid one month past due rent and is currently two months behind.

MIB Insurance Appraisal – Council reviewed the quote for our ten-year on-site field survey of properties. Eighteen properties are included and the cost is \$2,050. Motion by Cl'm Snyder, seconded by Cl'm Bowman to approve having the re-survey done by MIB. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoke, Ibberson and Snyder.

Public Safety – No report.

Streets

Paving Project Update – Manager Buker reported that the final inspection was conducted on North Street and Gerhart Street and that the work performed was acceptable.

Facility Use Agreement - Dockey Public Auction – Dockey Auction Service requests the closure of a portion of Light Street on October 3rd from 6:00AM to 4:00PM for a public auction. Special requirements were

reviewed. Dockey's certificate of insurance has been received. There is a \$25 user fee. Motion by Cl'm Hoke, seconded by Cl'm Bowman to approve the agreement as presented. Motion carried.

Economic Development – Chairman Dietz had nothing to report.

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

Cl'm Ibberson left the meeting.

Manager's Report – Written report was provided to all Cl'ms.

Code Enforcement Report – Council reviewed the written report as submitted by Karen Zaporozec. Cl'm Boyer reiterated that CCIS should be indicating when the Borough should invoice a property owner for repeat visits to the same address, under the Property Maintenance Code.

Unfinished Business

YSM Invoice – MYO Park Renovation Project – This matter was tabled for further investigation.

HRG Invoice – Center Street Erosion Control Project – Council reviewed the latest invoice for \$1,200. Motion by Cl'm Hoke, seconded by Cl'm Bowman to forward the HRG invoice for \$1,200 to Dauphin County for payment. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoke and Snyder. Council also directed Manager Buker to advise George Conner of the unpaid invoice from January 2020.

Lobar Associates Invoice – Center Street Erosion Control Project – Council reviewed Application No. 2 in the amount of \$94,072.30. Motion by Cl'm Bowman, seconded by Cl'm Snyder to forward the invoice to Dauphin County to pay \$57,375.30 of the invoice (remainder of the grant) from the Gaming Grant and to pay the remaining \$36,697 from the Borough's General Fund Reserve account. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoke and Snyder.

CCIS Invoice – 101 West Street ADA Upgrades Permit Fee – Council reviewed the invoice for \$309.50. Motion by Cl'm Hoke, seconded by Cl'm Snyder to forward the invoice to Dauphin County for payment. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoke and Snyder.

510/512 Moore Street – Manager Buker reported that Solicitor Kerwin quoted \$5,000 for legal fees if the Borough decides to proceed. The response from the majority of the demolition companies was that they will not quote the work until after the Borough takes possession.

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

New Business

Sweet Treats Lease Extension Request – Council reviewed a request by Cindy Shiffer, Sweet Treats owner, to extend her operations for the first four weekends in October and to be cleaned up by October 29th. Motion by Cl'm Snyder, second by Cl'm Hoke to approve the request as presented. Motion carried.

2021 Minimum Municipal Obligations & Borough Resolution No. 20-03 – Secretary Jackson reviewed the MMO information with Council. There is nothing owed on the Police MMO; the Non-Uniformed MMO is \$26,713. Motion by Cl'm Snyder, seconded by Cl'm Bowman to approve both MMO's for 2021 as presented. Motion carried. Additionally, Borough Resolution No. 20-03 waives the required 5% member contribution to the Police Pension plan. Motion by Cl'm Snyder, seconded by Cl'm Hoke to approve Borough Resolution No. 20-03. Motion carried.

Halloween Parade, Window Painting Contest & Trick-or-Treat – VFW Commander Stansfield has contacted the Borough Office to report that it has not been determined yet if the parade and window painting contest will be held this year. Motion by Cl'm Hoke, seconded by Cl'm Bowman to set Trick-or-Treat for Thursday, October 29th, from 6-8PM. Motion carried.

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

Organization Reports

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

Millersburg Planning Commission – September 2, 2020 (draft) meeting minutes were provided. Manager Buker reported that there was discussion on updating the Joint Comprehensive Plan. President Dietz stated that funding needs to be in place first before proceeding. A Tri-County Regional plan may be possible for MS4 compliance implementation.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – No report.

Millersburg Area Authority – No report.

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

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Borough Association – No report.

Zoning Hearing Board – A letter of interest for a vacant seat was received from Neal R. Miller. Motion by Cl'm Boyer, seconded by Cl'm Hoke to appoint Neal Miller to Craig Zimmerman's term. Motion carried.

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 September 23rd.

Motion by Cl'm Snyder seconded by Cl'm Hoke to adjourn the meeting at 11:05PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary