

**Millersburg Borough Council**  
**October 14, 2020 Meeting Minutes**  
**Millersburg Borough Council Chambers**

**Call to Order** – President Dietz called the Council meeting to order at 7:04PM with Cl’ms Bowman, Boyer (arrived at 7:10PM), Hoch, Hoke and Snyder present. Borough Manager Kayla Buker and Borough Secretary Ann Jackson were also present. Mayor Ibberson and Cl’m Ibberson attended via WebEx. 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 September 9 and September 23, 2020 meetings as presented. Motion carried.

**Public Comment**

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

**Committee Reports**

**Employee Relations**

**CPR, AED and First Aid Training** – There is an upcoming training session planned for the Police Officers and Administrative Clerk. Chairman Snyder requested that John Hoffman attend this training. Manager Buker will try to make these arrangements.

**Finance and Risk Management**

**Mid Penn Bank Stock** – Chairman Bowman reported that he continues to monitor the price of the stock.

**Dauphin County CARES Act Update** – Manager Buker announced that Dauphin County has approved our application in full at \$114,828.41. Payment will be made via reimbursement and Council has previously named Manager Buker as the authorized individual to execute the reimbursement documents. Cl’m Snyder suggested that the Council consider putting a portion of these funds into a new bank account as part of a disaster management plan.

**Parks and Recreation**

**MYO Park Renovations Project - Matthews Construction Change Order No. 2** – Council reviewed Change Order No. 2 which was signed by President Dietz on October 1, 2020. This is an addition to the contract and represents installation of electric service being extended from the existing restrooms to the new pavilion. Motion by Cl’m Bowman, seconded by Cl’m Boyer to approve Change Order No. 2 from Matthews Construction for \$5,100. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder.

**MYO Park Renovations Project - Matthews Construction Application for Payment No. 1** – Motion by Cl’m Bowman, seconded by Cl’m Hoke to pay Application for Payment No. 1 by using \$135,544.37 from the DCNR Grant account, \$12,502.60 from the Lorena Lemons Estate and to pay the remaining \$40,901.45 from

the General Fund Reserve account and to seek reimbursement for the \$40,901.45 from the Gaming Grant as required by DCNR. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder.

MYO Park Renovations Project – Septic Tank Access – Cl'm Boyer reported that a Matthews Construction worker discovered an in-ground septic tank near the existing restrooms, while excavating for the new walkway. The tank has two accesses. Motion by Cl'm Snyder seconded by Cl'm Hoke to authorize Cl'm Boyer to have Matthews Construction workers cap the open access to the septic tank within the walkway and to restore the second access to its original underground state and to mark the spot with a boulder. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder.

Facility Use Agreement – VFW Post 5507 Auxiliary -Veterans' Day Ceremony – The organization requests the use of Market Square and Veterans' Park on November 8, 2020, from 5:00 to 8:00PM for a Veterans' Day observance. Motion by Cl'm Bowman, seconded by Cl'm Hoch to approve the agreement with the user fee waived and to add language that the participants will follow all of the PA Department of Health COVID-19 guidelines. Motion carried.

Facility Use Agreement – MAWT Santa Drive-Through Event – The organization requests the use of Veterans' Park on November 27, 2020, from 6:00 to 7:00PM for a drive by visit with Santa. Special requirements were reviewed. Council suggested using a staging area to hold the cars in a queue and to send ten at a time to West Street to pass by the Borough building to see Santa and Mrs. Claus. Motion by Cl'm Snyder, seconded by Cl'm Hoke to approve the agreement with no user fee. Motion carried.

Council agreed that the Public Works crew should winterize the Parks restrooms and take down the swings by October 29<sup>th</sup>.

## **Property**

Robert Koppenhaver Builder Invoices – ADA Project – Council reviewed two invoices from Robert Koppenhaver for the ADA upgrades completed at 101 West Street. The invoices were for the restroom renovations and for the exterior ramps. Motion by Cl'm Snyder, seconded by Cl'm Hoke to forward the invoice for \$18,749 (restrooms) to Dauphin County for payment using funds from Gaming Grant 20-03. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder. Motion by Cl'm Snyder, seconded by Cl'm Hoch to forward the invoice for \$27,761 (ramps) to Dauphin County for payment using funds from Gaming Grant 20-03. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder.

Requests from Groups to Use Borough Building Meeting Rooms – Chairman Hoke reported that we received a number of requests to use meeting rooms and approved the following: VFW Auxiliary may resume their meetings in Council Chambers. The Post Prom Committee may use the basement meeting room. The Police Department may use the basement meeting room for their CPR/AED/First Aid training event. Signage is to be put on the meeting room doors and tables with instructions to use the supplies provided for disinfecting before leaving.

Disposition of Spring Animals & Swings – Council agreed to post pictures of the old wooden swings on Facebook and offer them for free (limit one per family). The old Kubota riding tractor has been rendered unrepairable. Council agreed to take sealed bids for the spring riding animals and the Kubota riding tractor. Bids to be opened on November 10<sup>th</sup>; deadline for pick-up will be November 30<sup>th</sup>. This is also to be advertised via Facebook. Solicitor Kerwin will be asked to create a release to be used for the successful bidders on the spring animals.

Kiotti UTV – Council again discussed the status of having the Public Works crew take a safety course before the unit can be used. Motion by Cl'm Hoke, seconded by Cl'm Bowman to waive the requirement for the Public Works crew to complete a safety course before operating the UTV and to purchase a reflective

triangle for the back of the machine. The Public Works crew may use the UTV, operating it under the guidelines of the PA Vehicle code and Borough employee manual and keeping off the State Routes as much as possible. Motion carried.

Tool Purchase and Repairs – Cl'm Hoke reported that he received a list from John Hoffman and will be reviewing it further. Mr. Hoffman reportedly is doing a nice job of checking and maintaining Borough equipment.

Public Safety – Mayor Ibberson reported that Bobby Sechler is in the hospital. President Dietz would like Rebecca Smith Witmer to be doing parking meter patrols.

### **Streets**

New Enterprise Paving Project Invoice – Council reviewed the invoice for the 2020 paving project for \$41,987.50. Motion by Cl'm Hoch, seconded by Cl'm Bowman to pay \$41,987.50 to New Enterprise from the Liquid Fuels fund, contingent upon New Enterprise submitting all required paperwork to Gannet Fleming and the Borough. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder.

Facility Use Agreement - Polk Street Closure – Council reviewed a request from Polk Personal Care to close Herman Street between Walnut and Race Streets on September 29<sup>th</sup> from 1:00 to 4:00PM for outdoor entertainment. Motion by Cl'm Hoch, seconded by Cl'm Bowman to retroactively approve the agreement. Motion carried.

Handicapped Parking Space Requests – Council reviewed all submitted requests. Motion by Cl'm Hoch, seconded by Cl'm Bowman as follows: 787 Church Street – denied due to existing available parking; 186 Pine Street – Council requests additional information; 549 Union Street – denied due to safety concerns; 249 Market Street – denied due to existing available parking. Motion carried.

824 Center Street Curb Removal Request – The property owner submitted a request to take out his curbing. Council reviewed the matter and tabled it.

Parking Meter Discussion – Chairman Hoch reported that the current meters are failing, we are unable to purchase new matching meters and our spare parts are all used. We have been pulling meters from less used locations and putting them in higher traffic areas. Cl'm Hoch reported the costs of kiosks, including the associated costs of servers, SD cards, touchscreens and fees, which can all total up to \$20,000. Cl'm Hoch stated that the matter needs to be addressed and this will be held for Committee meeting discussion.

Parking Meter Enforcement Suspended – Motion by Cl'm Boyer, seconded by Cl'm Hoch to suspend parking meter enforcement from November 27<sup>th</sup> through December 31<sup>st</sup> and to use the holiday meter bags. Motion carried.

Economic Development – Chairman Dietz polled Council on updating the tourism brochure. The consensus was to hold off until early spring. Manager Buker was directed to contact Brooke Echevarria to ask if the tourism grant will be available in early spring.

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 that she will hold her first Safety Committee meeting on October 16<sup>th</sup> and that the crew reportedly is functioning better.

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

**Engineer's Report** – Council reviewed the written report as submitted by Virginia Thornton. President Dietz directed Manager Buker to maintain good notes from all phone conversations. Manager Buker reported that our Public Works crew took the photographs of the Walnut Street sinkhole for Gannet Fleming.

### **Unfinished Business**

**510/512 Moore Street – Dauphin County Land Bank Update** – Cl'm Hoch reported that according to the Solicitor Kerwin, the Borough should anticipate four to five months to acquire the property. Dauphin County will grant \$47,000, conditional upon acquiring the property by July 31, 2021. It would then be deeded over to the DCLB, demolished and then deeded back to Millersburg Borough. The end use is unknown; possibly another home. We should budget \$6,000 times two for deed transfers. Motion by Cl'm Hoch, seconded by Cl'm Bowman to have Solicitor Kerwin start the legal process for condemnation with the end goal of obtaining ownership of 510/512 Moore Street. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder.

**YSM Invoices** – Council reviewed two invoices for the MYO Park Renovation project. Motion by Cl'm Snyder, seconded by Cl'm Hoke to pay YSM Invoice No. 6389 for \$3,397.54 from the General Fund Reserve Account and to seek reimbursement from the Gaming Grant as required by DCNR. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder. Motion by Cl'm Snyder, seconded by Cl'm Hoke to pay YSM Invoice No. 6413 for \$1,285.52 from the General Fund Reserve Account and to seek reimbursement from the Gaming Grant as required by DCNR. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder.

**Reopening Borough Building** – Council agreed to make no changes and to remain closed to the public.

**HRG Invoice – Center Street Erosion Control Project** – Council reviewed HRG's latest invoice. Motion by Cl'm Hoke, seconded by Cl'm Hoch to pay HRG Invoice No. 145301 for \$1,000 from the General Fund Reserve Account. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder.

### **New Business**

**Disposition of State Aid Received for Volunteer Fire Relief Association** –Secretary Jackson reported that the Borough received \$11,651.56 in State aid. Motion by Cl'm Bowman, seconded by Cl'm Hoke to pay \$11,561.56 to the Millersburg Fire Relief Association. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder.

**Disposition of State Aid Received for Borough Pension Plans** – Secretary Jackson reported that the Borough received \$28,850.78 in State aid. Motion by Cl'm Bowman, seconded by Cl'm Hoch to pay the full amount in to PMRS per the 2020 MMO's. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder.

**Just for Today Letter of Support for CDBG** – Council reviewed a draft of a letter of support as prepared by Manager Buker. JFT is requesting grant funding for renovations, furnishings and operations at the proposed site in town. Motion by Cl'm Hoke, seconded by Cl'm Hoch to approve the letter of support as written. Motion carried.

**Gannett Fleming Invoices** – Council reviewed Secretary Jackson's accounting of sixteen invoices for engineering services from April through September 2020. Motion by Cl'm Bowman, seconded by Cl'm Hoke to process the invoices as follows: three invoices totaling \$517.50 for ADA upgrades to 101 West Street to be forwarded to Dauphin County for payment through the Gaming Grant; two invoices totaling \$3,974.63 for street planning to be paid from Liquid Fuels funds; invoices totaling \$2,743.25 for general services, meeting attendance, FEMA scoping, Lot 26 and Walnut Street to be paid from General Fund under the engineering expenses line item and \$5,201.25 for ADA Grant matching funds to be paid from the General

Fund for architectural expenses. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder.

ADA Upgrades Invoices – Manager Buker reported that she received approval to add the water cooler/heater to the scope of services for the grant. Motion by Cl'm Hoke, seconded by Cl'm Snyder to seek reimbursement for the water cooler purchase through the County Gaming Grant. Motion carried. Council also reviewed an invoice from US Municipal Supply for \$30.23 for handicapped signage for the new parking space at 101 West Street. Motion by Cl'm Hoke, seconded by Cl'm Snyder to forward the US Municipal Supply invoice for the signage to Dauphin County for payment. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder.

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 – October 2020 (draft) meeting minutes were provided. Manager Buker reported that the 2020 census response was lower than that of 2010.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – August and September meeting minutes were provided.

Millersburg Area Authority – September 14, 2020 meeting minutes were provided.

Dauphin County Tax Collection Committee – June 2020 meeting minutes were provided.

Millersburg Ferry Boat Association – April through August 2020 meeting minutes were provided.

Dauphin Lebanon County Borough Association – No report.

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 October 28<sup>th</sup> and the meeting will be devoted to preparing the 2021 budget.

Motion by Cl'm Hoch, seconded by Cl'm Hoke to adjourn the meeting at 10:53PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary