

**Millersburg Borough Council  
November 10, 2020 Meeting Minutes  
Millersburg Borough Council Chambers**

**Call to Order** – President Dietz called the Council meeting to order at 7:01PM with Cl’ms Bowman, Boyer (arrived at 7:50PM) and Hoke 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** – Joy Breach and Nicodemus Underkoffler.

**Approval of Minutes** – Motion by Cl’m Bowman, seconded by Cl’m Hoke to approve the minutes from the October 14 and October 28, 2020 meetings as presented. Motion carried.

**Public Comment**

President Dietz recognized Joy Breach who reported to the Council that during an incident involving the Millersburg Borough Police the prior evening, she attempted to get up-to-date information via the internet and came upon an outdated Dauphin County Crime Watch Millersburg Police Department page. She felt this reflected poorly upon the Police Department and Borough and wanted to bring it to Council’s attention. President Dietz thanked Ms. Breach for bringing this forth and directed Mayor Ibberson to contact the District Attorney’s Office to get the appropriate contact information to get this site taken down. Ms. Breach then left the meeting.

President Dietz next recognized Nicodemus Underkoffler who attended to express his interest in the advertised Vacancy Board opening. He was also advised of the Zoning Hearing Board vacancy. President Dietz stated that we will need to check with our Solicitor regarding residency requirements. Mr. Underkoffler then left the meeting.

**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 Bowman, seconded by Cl’m Hoke to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Bowman, Dietz, Hoke and Ibberson.

**Committee Reports**

**Employee Relations**

**Employee Evaluations** – Manager Buker reported that she has completed the Public Works crew evaluations. She and Secretary Jackson have also had evaluations done by Cl’m Snyder.

Manager Buker reported that employee Paul Martz is out for an unspecified time for medical reasons.

**Finance and Risk Management**

**Mid Penn Bank Credit Line** – Council agreed to assess the situation on a monthly basis, to decide when to use the credit line.

**Parks and Recreation**

**Facility Use Agreement – Ferry Boat Dry Docking Agreement** – The Ferry Boat Association has requested the use of Riverfront Park between Pine and Keystone Streets from October 1, 2020 through May 30, 2021 to

dry dock the boats. Special requirements were reviewed. Motion by Cl'm Bowman, seconded by Cl'm Hoke to approve the agreement as presented and to waive the user fee. Motion carried.

Welcome Center Concession Stand Lease Renewal – Cindy Shiffer, owner of Sweet Treats, has expressed interest in renting the concession stand next year. Council reviewed the draft lease, which includes the new monthly rental rate of \$100, plus language regarding the effective date of the lease (date to be determined in consultation with the Borough). Motion by Cl'm Hoke, seconded by Cl'm Bowman to approve the lease as presented. Motion carried.

MYO Park Renovation Project - Kreiser Memorial Money – Cl'm Boyer reported that no decision has been made by the donors' spokesman on what to put the \$700 towards. Council suggested a swing, a tree or restroom upgrades. Cl'm Boyer will take these suggestions back to the spokesman. President Dietz reported that he sent out solicitations requesting \$1,000 to the Legion, the Moose and the VFW. The color choice for the stone seat wall is yet to be determined; awaiting Cl'm Boyer's feedback.

### **Property**

Bid Opening for Spring Animals and Kubota Tractor – Bid tally attached to these minutes. Motion by Cl'm Bowman, seconded by Cl'm Boyer to award to the high bidder for each lot with a pick-up deadline of November 30<sup>th</sup> or the item will be offered to the next highest bidder. Motion carried. Manager Buker will oversee the payment/pick-up process, including having the required releases completed.

Holiday Lighting Action Plan – We have only received two re-wiring quotes. The old wiring and newer LED bulbs will be used for this season. Manager Buker was directed to find out if Mid Penn Bank has a cap on their stock buy-back plan. She is also to confirm the amount of the fee for Edward Jones to broker the stock sale, if Council chooses that option. Stock proceeds were previously designated by the donor to go towards the holiday lighting project.

Reopening Borough Building – Council agreed to make no changes to the current policies and procedures.

Service Window Replacement – Hershock's has provided their quote to the Authority to replace their service window. The Police Department replacement window has not yet been quoted. President Dietz directed Manager Buker to wait until both quotes are received before any further discussion.

**Public Safety** – Chairman Ibberson had nothing to report.

Police Contract Amendment – The Amendment has been signed by both parties. Secretary Jackson was directed to provide one copy to the Patrol Officers' Association and to advise the Civil Service Commission that Borough Council is ready to proceed with the hiring process. President Dietz directed Jackson to work on setting up a conference call between George Wright, Solicitor Kerwin, Cl'm Boyer and Mayor Ibberson to discuss the process moving forward.

### **Streets**

(Appeal) Handicapped Parking Space Request – 787 Church Street – Manager Buker reviewed additional documentation received regarding this application. Motion by Cl'm Boyer, seconded by Cl'm Bowman to reaffirm the denial based upon existing available parking. Motion carried.

(Appeal) Handicapped Parking Space Request – 549 Union Street – Manager Buker reviewed additional documentation received regarding this application. Motion by Cl'm Hoke, seconded by Cl'm Bowman to sustain the original denial of the application for a handicapped parking spot at 549 Union Street based upon safety reasons and due to the closest spot on the north side of the street being further than the applicant's garage. Motion carried.

Additional Information - Handicapped Parking Space Request – 186 Pine Street – Manager Buker reported that she has verified the applicant’s disability and recommends approval of the application. Motion by Cl’m Bowman, seconded by Cl’m Boyer to approve the application for a handicapped parking space at 186 Pine Street. Motion carried.

824 Center Street Curb Removal Request – Motion by Cl’m Hoke, seconded by Cl’m Boyer to approve the request, with the condition that Manager Buker relay to the property owner that care is to be taken to not damage the edge of the street and to check for all underground utilities through PA One Call before proceeding. Motion carried.

2002 Truck Repair – Motion by Cl’m Hoke, seconded by Cl’m Bowman to approve the quote from L.J. Towing and Repair in Sunbury to repair/replace the bed of the 2002 truck. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Ibberson.

Economic Development – Chairman Dietz reported that we will be holding off on doing a new tourism brochure and that we are not proceeding with the Shop Small event this year.

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. With reference to the ADA Upgrades Project at 101 West Street, Council discussed back-charging CCIS and also providing feedback to Gannet Fleming.

Code Enforcement Report – Council reviewed the written report as submitted by Karen Zaporozec. 116 Pine Street has been condemned. There was no update on 510/512 Moore Street. Council discussed Just For Today’s new site, with regard to zoning and building permits, dumpster permit, off-street parking, ADA accessible restrooms and landlord tenant report forms.

Engineer’s Report – Council reviewed the written report as submitted by Virginia Thornton. Manager Buker was directed to report to Ms. Thornton that the Welcome Center was designed for floodwater to flow through it.

### Unfinished Business

YSM Invoice – MYO Park Renovations Project – Council reviewed an invoice for the MYO Park Renovation project. Motion by Cl’m Bowman, seconded by Cl’m Hoke to pay the YSM invoice for \$1,853.68 from the General Fund Reserve Account and to seek reimbursement from the Gaming Grant. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Ibberson.

HRG Invoice – Center Street Erosion Control Project – Council reviewed HRG’s latest invoice. Motion by Cl’m Hoke, seconded by Cl’m Bowman to pay the HRG invoice for \$400 from the General Fund. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Ibberson.

ComplianceSigns.com Invoice - 101 West Street ADA Upgrades Project – Motion by Cl’m Bowman, seconded by Cl’m Hoke to pay the ComplianceSigns.com invoice for \$38 from the General Fund and to seek reimbursement from the Dauphin County Gaming Grant. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Ibberson.

Variance Application Invoice - 101 West Street ADA Upgrades Project – Motion by Cl’m Bowman, seconded by Cl’m Hoke to pay the invoice for \$336.65 from the General Fund and to seek reimbursement from the Dauphin County Gaming Grant. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Ibberson.

2021 Budgets – Council reviewed drafts of the General Fund, Liquid Fuels and Capital Improvement Budgets. Secretary Jackson will enter the revisions and send out updated versions to all CI'ms.

New Business – None.

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

**Organization Reports**

Millersburg Area Authority – October 5, 2020 meeting minutes were provided.

Millersburg Ferry Boat Association – September 10, 2020 meeting minutes were provided.

Next Meeting – President Dietz announced that the Council will meet next on November 24<sup>th</sup>.

The meeting was recessed to the Call of the Chair at 11:00PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary