

**Millersburg Borough Council  
Council Chambers  
February 10, 2021 Meeting Minutes**

**Call to Order** – President Dietz called the Council meeting to order at 7:05PM with Cl’ms Bowman, Boyer Hoch, Hoke, Ibberson and Snyder present. Solicitor Kerwin arrived at 8:05PM. 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** – Mike and Kathy Dreese; John Hoffman.

**Approval of Minutes** – Motion by Cl’m Bowman, seconded by Cl’m Hoke to approve the minutes from the January 13 and January 27, 2021 meeting as presented. Motion carried.

**Public Comment**

President Dietz recognized Mike and Kathy Dreese who live at 264 Union Street. Mr. and Mrs. Dreese complained about the condition of the property next to them at 260 Union Street, which sustained damage from a fire in May 2019. Their complaints consisted of foul smells, mold, broken glass, rodents, loose soffits, roof debris and an uncovered 3<sup>rd</sup> story window. President Dietz directed Manager Buker to ensure that all issues are relayed to Karen Zaporozec, the Borough’s Code Enforcement Officer, since these issues present possible dangers to the neighborhood. Ms. Zaporozec is to provide a remediation plan. Mr. and Mrs. Dreese 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 reviewed as well. Motion by Cl’m Snyder, seconded by Cl’m Bowman 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**

**COVID-19 Policy** – Council reviewed the final draft of the policy. Motion by Cl’m Bowman, seconded by Cl’m Snyder to approve the policy as presented. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder.

**Borough Manager Update** – Chairman Snyder reported that Manger Buker’s one year anniversary is approaching and the he will have a performance review for Council’s consideration and action at the March 10<sup>th</sup> meeting. Cl’ms and Public Works employees are invited to provide their feedback to Cl’m Snyder.

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

**Property**

**West Street Garage Lighting Upgrade** – Motion by Cl’m Hoke, seconded by Cl’m Snyder to approve Lehman’s quote for \$1,405 to swap out the current garage fixtures with LED fixtures. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder. Funds received in 2020 from a KMIT safety grant will be put towards this expense.

## **Streets**

**Walnut Street Sinkhole Repair Legal Notice** – Council reviewed the Bid Notice as prepared by Gannett Fleming. Motion by CI'm Bowman, seconded by CI'm Hoch to approve placing the bid notice in the February 21<sup>st</sup> and 28<sup>th</sup> issues of the Patriot News, with the bid opening scheduled for March 24<sup>th</sup>. Motion carried with yes votes from CI' ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder.

**Parking Meter Update** – Chairman Hoch requested tabling this matter until the next Committee meeting. Options are still being researched.

**Handicapped Parking Request – 765 Church Street** – Manager Buker reported that she received a new application. Council reviewed pictures. Parking in the rear is not an option, due to the unlevel and inaccessible nature. Motion by CI'm Hoch, seconded by CI'm Boyer to approve the handicapped parking spot request for 765 Church Street. Motion carried.

**CCIS Update** – Manager Buker advised the Council that the President and Vice-President of CCIS have received the Borough's letter detailing complaints about Mr. Fegley's services. In the Borough's letter, a written response was requested by February 12<sup>th</sup>.

Council excused Manager Buker, who left the meeting at 8:05PM, due to an on-going winter storm.

Solicitor Kerwin arrived and President Dietz called an executive session at 8:08PM for Employee Relations and legal matters. Mr. Hoffman left Council Chambers. Solicitor Kerwin left the meeting at the conclusion of the executive session. The meeting was called back into regular session at 8:35PM.

## **Parks and Recreation**

**MYO Park Renovation Project Fencing** – President Dietz tabled this matter until the Committee meeting. President Dietz gave potential financing sources of the Lorena Lemons' bequest and Dr. Kreiser memorial funds for the fencing and planting expenses.

**Flood Insurance Renewal – Welcome Center** – Council reviewed the invoice from the Flood Insurance Agency. Council directed Manager Buker to find out if we must carry flood insurance on the Welcome Center and what impact there may be if the Borough does not proceed with the dry floodproofing.

**Public Safety** – No report.

**Economic Development** – No report.

**Millersburg Area Ambulance Association Ad Hoc Committee** – The group last met on February 4<sup>th</sup>. CI'm Snyder provided an update to the full Council. Council directed Secretary Jackson to consult Solicitor Kerwin to see if it is legal for the Borough to make a donation to the Millersburg Area Ambulance Association. Discussion is on-going and the next meeting is scheduled for March 29<sup>th</sup>. CI'm Snyder directed Secretary Jackson to distribute an article written by Upper Paxton Township for their newsletter to the full Council. This article is to be put on the Borough's website and Facebook page on March 8<sup>th</sup>.

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

**Manager's Report** – Written report was provided to all CI' ms. Any questions should be directed to Manager Buker.

**Engineer's Report** – No report.

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

### **Unfinished Business**

**YSM Invoice No. 6941– MYO Park Renovations Project** – Council reviewed an invoice for the MYO Park Renovation project. Motion by Cl'm Hoke, seconded by Cl'm Bowman to pay the YSM invoice for \$733.80. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder.

**Reopening Borough Building** – Motion by Cl'm Hoke, seconded by Cl'm Bowman to reopen the Borough Building to the public beginning March 1<sup>st</sup>, pending agreement from Borough Authority Manager Nick McCarron. All visitors are to complete a Healthy Check-In form, including a temperature scan. Motion carried.

### **New Business**

**Dauphin County Treasurer Return of Uncollected Real Estate Taxes** – Secretary Jackson reviewed the final return of uncollected 2020 real estate taxes with Council. The return indicates \$34,912.37 in uncollected real estate taxes and \$3,491.24 in penalties, for a total of \$38,403.61. Motion by Cl'm Snyder, seconded by Cl'm Hoke to ratify President Dietz's signature which exonerates the Dauphin County Treasurer from collecting the remaining taxes of \$38,403.61 and to pass the uncollected taxes on to the Dauphin County Tax Claim Bureau for collection. Motion carried.

**Millersburg Fire Company No. 1 Audit Committee Representative** – Motion by Cl'm Snyder, seconded by Cl'm Bowman to appoint Secretary Jackson as the Borough's representative to the Fire Company Audit Committee. Motion carried.

**Communications** – All communications were made available to Cl'ms. Cl'm Boyer directed Secretary Jackson to distribute a recent PennLive article to the full Council. This article details proposed State Police municipality fees.

### **Organization Reports**

**Millersburg Area Authority** – January 4, 2021 meeting minutes were provided to all Cl'ms.

**Millersburg Fire Company** – December 8, 2020 meeting minutes were provided to all Cl'ms.

**Dauphin County Tax Collection Committee** – November 18, 2020 summary meeting minutes were provided to all Cl'ms.

**Millersburg Ferry Boat Association** – October, November and December 2020 meeting minutes were provided to all Cl'ms.

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

Motion by Cl'm Ibberson, seconded by Cl'm Hoke to adjourn the meeting at 9:31PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary