

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

Call to Order – President Dietz called the Council meeting to order at 7:03PM with Cl’ms Bowman, Boyer Hoch, and Hoke present. Solicitor Kerwin, 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 – Lindy Hitzel and Todd Bowser, Campbell Associates, Gene Stilp, Brett White; George Connor joined via WebEx.

Approval of Minutes – Motion by Cl’m Bowman, seconded by Cl’m Hoke to approve the minutes from the February 10 and February 24, 2021 meeting as presented. Motion carried.

Public Comment

President Dietz recognized Todd Bowser and Lindy Hitzel with Campbell Associates. Mr. Bowser reviewed their plan for building eight homes on the former Millersburg Reamer & Tool lot, currently owned by the Borough. The pre-manufactured two- and three-bedroom homes would be built by Pleasant Valley Homes in Pine Grove and would front on Pine Street. Each would have off-street parking (two spots minimum) and a shed in the rear. Purchase price would be in the \$150,000 to \$175,000 range. Mr. Connor with DCED added that the Dauphin County Land Bank used funds to demolish the old factory and that the County would require 50% of the real estate taxes for the first five years. Discussion between all three parties will remain on-going. Mr. Bowser, Ms. Hitzel and Mr. Connor then left the meeting.

President Dietz recognized Gene Stilp, who applied for a Facility Use Agreement to hold a political demonstration in Market Square Park on March 22. Mr. Stilp requested that Council waive the 45-day notification and certificate of insurance requirements. Mr. White was also recognized and spoke in response to Mr. Stilp’s request, expressing his opposition. Both Mr. Stilp and Mr. White then left the meeting.

President Dietz called an executive session at 7:50PM for legal reasons. The meeting was called back into regular session at 8:34PM. Solicitor Kerwin stated that Mr. Stilp has the right to freedom of speech, and, based on litigation and court cases which support that right, he recommends Council not take any action on this agreement since it is not needed. Motion by Cl’m Bowman, seconded by Cl’m Hoch to not move forward with the agreement, and to have Solicitor Kerwin contact Mr. Stilp to advise him that he may proceed as long as he adheres to the date and time of March 22, 2021, 11:00AM to 12:00PM in the designated spot in Market Square Park. Motion carried.

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. 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 and Hoke.

Committee Reports

Employee Relations

Borough Manager’s Review – President Dietz read Manager Buker’s performance review letter to the full Council. The letter indicates favorable recommendation to end her one-year probationary period.

Public Works Employee Vacancy – Council reviewed a draft Help Wanted advertisement. Hourly wage range is to be stated as \$16.00 to \$18.00 and resumes are due April 2. Motion by Cl'm Hoke, seconded by Cl'm Bowman to place the advertisement in the Upper Dauphin Sentinel on March 16 and 23 and to spend up to \$250 to post on Indeed. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch and Hoke. The interview committee will be Cl'ms Hoke and Snyder, Manager Buker and Crew Leader John Hoffman. Cl'm Bowman will serve as an alternate Cl'm if necessary.

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

Parks and Recreation

River Front Clean-Up – Cl'm Boyer reported that the clean-up will be done earlier than usual this year, due to a request from the Ferry Boat Association.

MYO Park Renovation Project Landscaping and Fencing Quotes – Council reviewed Smucker Garden's quote for ten red twig dogwoods and 4 October glory maples for \$1,150. Motion by Cl'm Boyer, seconded by Cl'm Hoke to approve the quote and place the order. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch and Hoke. Planting will be done in-house.

Manager Buker reported that Smucker's does not do fencing, Jay's Railings has not responded and Matthews Construction quoted \$8,200 for the safety fence at MYO #3.

MYO Park Renovation Project Parking Barrier Quotes – Council reviewed quotes from Appalachian Stone, Inc, Monarch, Juniata Concrete Company, D. B. Craig and Portable Storage for bumpers in a variety of materials. Motion by Cl'm Bowman, seconded by Cl'm Hoke to purchase twenty concrete barriers from Appalachian Stone for \$482, to be picked-up in Duncannon and installed using in-house labor. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch and Hoke.

Flood Insurance Renewal – Welcome Center – Manager Buker reported that FEMA requires the Borough to maintain this coverage. Motion by Cl'm Hoke, seconded by Cl'm Bowman to approve renewal at \$1,367.94 with a two-year rate lock. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch and Hoke.

Facility Use Agreement – Millersburg High School Baseball – The organization requests the use of the MYO baseball field from March 8 through May 31 for practices and games. The certificate of insurance is on file. Motion by Cl'm Bowman, seconded by Cl'm Hoch to approve the agreement as presented with the user fee being waived. Motion carried.

Facility Use Agreement – MAWT Cherry Blossom Festival – The organization requests the use of MYO and Riverfront Parks and River Street between Keystone Street and Moore Street on May 1 from 5:00AM to 7:00PM for a Cherry Blossom Festival. Their certificate of insurance is on file. Motion by Cl'm Boyer, seconded by Cl'm Hoch to approve the agreement as presented with the user fee being waived. Motion carried. President Dietz noted that temporary outdoor mobile fencing will be needed for this event.

Facility Use Agreement – Millersburg Little League – The organization requests the use of Seal Park baseball field from March 10 to August 1 for practices and games. Their certificate of insurance is on file. Motion by Cl'm Hoke, seconded by Cl'm Bowman to approve the agreement as presented with the user fee being waived. Motion carried.

Property

John Deere Tractor Repairs – Cl'm Hoke presented a repair including a clutch, tires and seat for the JD tractor. The engine is reportedly OK. Motion by Cl'm Hoke, seconded by Cl'm Boyer to authorize the

specified repairs to the JD tractor for \$4,260.52, to be paid from the General Fund Reserve account. Motion carried with yes votes from CI'ms Bowman, Boyer, Dietz, Hoch and Hoke.

Additionally, CI'm Hoke received a quote for \$150 for running boards for the 2002 truck. The 2002 plow is out for repairs and needs to be budgeted for replacement in the next two years. CI'm Hoke will request a re-quote from C.F. Acri & Son and W&W Residential Services for replacing the HVAC system in the Authority Office suite.

Public Safety – No report.

Streets

Parking Meter Update and Quotes – Council discussed replacing the meters and reviewed a quote from POM. President Dietz suggested a coin and credit card replacement. CI'm Hoch reported that he will continue to research how municipalities that use a time limit for parking enforce this. The matter was then tabled.

Handicapped Parking Request - 836 Center Street – Manager Buker reported that she received a new application. Council reviewed pictures. Manager Buker recommends approval of the application. Motion by CI'm Hoch, seconded by CI'm Boyer to approve the handicapped parking spot request for 836 Center Street. Motion carried.

Walnut Street Sinkhole Update – Manager Buker reported that the sinkhole has expanded due to the winter weather. Engineer Virginia Thornton recommends an addendum to the bid documents, to include backfill and to increase the paving quantity. Motion by CI'm Hoch, seconded by CI'm Hoke to approve the addendum to the bid documents as presented. Motion carried. (There was no vote cast by CI'm Boyer who had stepped out of the room.)

Accident Report – Manager Buker reported that there was a traffic accident that demolished the parking meter pole in front of 310 Market Street. PSP was involved and will be contacted for further information.

Economic Development – No report.

Millersburg Area Ambulance Association Ad Hoc Committee – No report.

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. Manager Buker reported that the lights have been replaced in the garage. This project was part of the 2020 KMIT safety grant application. The 2021 projects for inclusion in the KMIT safety grant application may include purchasing additional traffic cones and/or lighting upgrade for the Pine Street garage. Lehman's will be quoting to raise the electrical outlets in the Welcome Center for both recessed and non- recessed outlets. Other contractors will also be asked to quote.

Engineer's Report – No report.

Code Enforcement Officer's Report – Council reviewed the written report as submitted by Karen Zaporozec. The Borough has not received any response from CCIS owners regarding the complaint on Mr. Fegley. Council would like to pursue putting out a Request for Proposals so that residents could have a second option for building inspection services.

Unfinished Business

Reopening Borough Building/Reopening Plan – Motion by Cl'm Hoke, seconded by Cl'm Bowman to rescind their motion and second at the February 10, 2021 Council meeting to reopen the Borough Building on March 1st. Motion carried. Manager Buker is continuing to work on a reopening plan and will have this for review at the March Committee meeting.

YSM Invoice No. 6508– MYO Park Renovations Project – Council reviewed an invoice for the MYO Park Renovation project. Motion by Cl'm Bowman, seconded by Cl'm Hoch to pay the YSM invoice for \$596.20. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch and Hoke.

New Business – None.

Communications – All communications were made available to Cl'ms.

Organization Reports

Millersburg Area Authority – February 1, 2021 meeting minutes were provided to all Cl'ms.

Millersburg Fire Company – January 12, 2021 meeting minutes were provided to all Cl'ms.

Next Meeting – President Dietz announced that the Council will meet next on March 24th.

The meeting was recessed to the call of the chair at 10:25PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary