

**Millersburg Borough Council
Council Chambers
May 26, 2021 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 7:00PM with Cl’ms Bowman, Hoch, Hoke and Ibberson present. 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/Public Comment – None.

Approval of Minutes – Motion by Cl’m Hoke, seconded by Cl’m Bowman to approve the minutes from the April 14 and April 28, 2021 meetings as presented. Motion carried.

Public Comment – None.

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 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, Hoch, Hoke and Ibberson.

Committee Reports

Employee Relations

Update on New Hire – Manager Buker reported that Shane Comp started on May 17th and things are going well.

Finance and Risk Management – Chairman Bowman had nothing to report. Council will discuss putting out a Request for Proposal for auditing services next month.

Parks and Recreation

Facility Use Agreement Amendment – Catfish Tournament – The organizers have requested a date change from July 17th and 18th to July 24th and 25th. Motion by Cl’m Bowman seconded by Cl’m Hoke to approve the amendment. Motion carried.

Facility Use Agreement – Concert, Festival & Fireworks Event – Millersburg Fire Company No. 1 has requested the use of River Street, and MYO and River Front Parks on July 2nd for a concert, festival and fireworks display. The rain date is July 16th. Council reviewed the draft agreement and agreed to strike language requiring masks to be worn by all vendors, volunteers and staff. Motion by Cl’m Bowman, seconded by Cl’m Hoch to approve the agreement with the stricken sentence and no user fee. Motion carried.

Matthews Construction Payment Application No. 4 – Council reviewed the application for final payment for \$26,959.26. Manager Buker reported that the final walk-through was done and punch list items have been completed. The remaining work to be done using in-house labor is planting trees and installing the parking barriers, signage and the fence at the overlook. Motion by Cl’m Bowman, seconded by Cl’m Hoke to pay the invoice for \$26,959.26 from the General Fund Account. Motion carried with yes votes from Cl’ms Bowman, Dietz, Hoch, Hoke and Ibberson. President Dietz will discuss the tree planting schedule with Cl’m Boyer. Manager Buker was directed to contact Paul at Smucker’s to inquire about watering rings in the event that it will be too hot to plant this summer.

Property

Daniel Miller House Lease Renewal – Council reviewed the lease, which had no changes from the prior year. The monthly rent will remain at \$75. Motion by Cl'm Hoke, seconded by Cl'm Bowman to approve the Daniel Millers House lease with Connie Deibler at \$75 per month rent. Motion carried.

Public Safety – No report.

Streets

Handicapped Parking Request - 101 Center Street – Manager Buker reported that she received a new application. Council reviewed photos of the location of the property and parking options. Motion by Cl'm Hoch, seconded by Cl'm Bowman to approve the first spot north of Center Street on Front Street. Motion carried.

Walnut Street Temporary Parking Order – Manager Buker reported that she has received several complaints about the parking situation on Plum Street, caused by the closure of Walnut Street between Union and Plum Streets. A trash hauler was not able to get through and Cpl. Wise reported that he does not believe emergency vehicles would be able to do so either. Motion by Cl'm Hoch, seconded by Cl'm Hoke to approve a temporary No Parking order for the south side of Plum Street between Boyd and Race Streets. The order would be effective at midnight on May 28th and last until August 12th. Parked vehicles cannot block driveways, garages, etc. on the north side. Motion carried. The information is to be posted on the Borough's website and Facebook page, the Police Department's Facebook page and in the Upper Dauphin Sentinel.

Economic Development – No report.

Former Millersburg Reamer & Tool Lot – Manager Buker reported that there has been no response from Campbell and Associates. President Dietz directed Manager Buker to contact George Conner with Dauphin County DCED for his input.

Millersburg Area Ambulance Association Ad Hoc Committee – Cl'm Hoch reported that the next meeting is in June.

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

Manager's Report – Written monthly and supplemental reports were provided to all Cl'ms. Additionally, Manager Buker reported on the following:

- Mr. Rehab Documentation – All materials from the study were received. President Dietz directed Manager Buker to prepare a summary of the problem areas.
- Park Vandalism Update – A No Parking sign was removed from the ground near the swimming pool.
- West Street Construction Site – William Hale has indicated that he would like to build a secondary kitchen, seating area and patio on the site. Code Enforcement Officer Ms. Zaporozec has not found this situation addressed within the Borough's Zoning Ordinance, and therefore, would recommend a Use Permit. This would require Mr. Hale to do a presentation to the Council with his preliminary proposal, including considerations for noise, impact on the neighborhood, etc. Council would return their comments to Mr. Hale. President Dietz directed Manager Buker to schedule Mr. Hale's presentation for the June 23rd Committee meeting, which is to include Solicitor Kerwin and Ms. Zaporozec.
- Letter to Mayor and Police Patrol Officers' Association – There has been no response.

- 510/512 Moore Street Update – The Dauphin County Land Bank has granted the Borough’s request for an extension to acquire the property. The extension lasts until December 31, 2021.

Engineer’s Report – No report.

Code Enforcement Officer’s Report – Council reviewed the written report as submitted by Karen Zaporozec. Cl’m Hoke will email details of a dumpster complaint to Ms. Zaporozec.

Unfinished Business

Rain Drop Invoice – Millersburg Swimming Pool Gaming Grant – Council reviewed documentation of the Rain Drop invoice for a splash pad for the swimming pool for \$91,990.20 and Dauphin County’s accounting of the remaining funds on the 2018 Gaming Grant of \$69,668.50. The Pool Board is aware of the shortfall. Motion by Cl’m Bowman, seconded by Cl’m Hoch to approve the application for payment for \$69,668.50. Motion carried.

CJ Associates Invoice – Millersburg VFW Post 5507 Gaming Grant – Council reviewed documentation of the CJ Associates invoice for a cabinet and shelving for \$4,603.72 and Dauphin County’s accounting of the remaining funds on the 2018 Gaming Grant of \$1,949.48. Motion by Cl’m Hoch, seconded by Cl’m Bowman to approve the application for \$1,949.48 from Dauphin County Gaming funds to be put towards the CJ Associates invoice. President Dietz directed Manager Buker to advise VFW Commander Brett White that the VFW is responsible for the shortfall.

COVID-19 Policy Amendment – This amendment to the policy approved by Council on February 10 2021 is regarding public access to the Borough building. This will now be governed by the COVID-19 Reopening Plan for limited or full reopening, which was approved by Council on April 14, 2021. Motion by Cl’m Hoke, seconded by Cl’m Bowman to approve the amendment as presented. Motion carried.

Additionally, motion by Cl’m Bowman, seconded by Cl’m Hoke that as of June 7, 2021, no temperature checks or masks will be required for Borough employees or the public visiting the Borough offices. The Millersburg Area Authority will set their own policies. Motion carried. President Dietz directed Secretary Jackson to notify Cl’m Snyder of this action, as Employee Relations Committee Chairman.

Request for Proposals for UCC Services – Quotes were received from Barry Isett & Associates and BIU (Building Inspection Underwriters of PA). Manager Buker provided a written checklist of the services each provides, as well as a price comparison for the cost of a building permit from both firms compared to CCIS’s actual charges for several permits previously issued. President Dietz directed Manager Buker to request sample residential and commercial permit applications from both firms and she is to provide our current application to both firms and ask for their feedback on the form. The matter was then tabled.

Mr. Rehab Invoice for Televising and Inspection of Storm Sewers – Council reviewed the invoice for \$20,750. Motion by Cl’m Bowman, seconded by Cl’m Hoch to forward the invoice to Dauphin County for payment from the Borough’s Community Development Block Grant. Motion carried.

New Business

Borough Resolution No. 21-01 - Millersburg Area School District Gaming Grant Application Support – Motion by Cl’m Hoke, seconded by Cl’m Bowman to approve Borough Resolution No. 21-01 in support of the School District’s Gaming Grant application. Motion carried.

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

Organization Reports

Upper Dauphin COG – President Dietz announced that the group is still on hiatus.

Millersburg Planning Commission – May 5, 2021 meeting minutes were provided to all CI'ms.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – March 8 and April 13, 2021 meeting minutes were provided to all CI'ms.

Millersburg Area Authority – April 5, 2021 meeting minutes were provided to all CI'ms.

Dauphin County Tax Collection Committee – March 17, 2021 summary meeting minutes were provided to all CI'ms. Secretary Jackson reported that year over year EIT collections for 2019 and 2020 indicated a 1.9% increase, which was totally unexpected, considering the pandemic. The July meeting was cancelled and the next meeting will be in September.

Millersburg Ferry Boat Association –President Dietz reported that the boats are in the water.

Dauphin Lebanon County Boroughs Association – President Dietz reported that the last meeting was held virtually and that the next meeting will be held in July in person.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Civil Service Commission – No report.

Millersburg Borough Safety Committee – Manager Buker reported that Committee members were asked to pick a safety video from a listing, watch it and report back to the full Committee.

Next Meeting – President Dietz announced that the Council will meet next on June 9th.

Motion by CI'm Hoke seconded by CI'm Bowman to adjourn the meeting at 8:40PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary