

**Millersburg Borough Council
Council Chambers
July 14, 2021 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 7:05PM with Cl'ms Bowman, Boyer, Hoke and Snyder 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 – Skyler Hoffman

Approval of Minutes – Motion by Cl'm Bowman, seconded by Cl'm Hoke to approve the minutes from the June 9 and June 23, 2021 meetings as presented. Motion carried.

Public Comment

Financial Reports – Council reviewed the Financial Report. Motion by Cl'm Bowman, seconded by Cl'm Snyder to accept the Financial Report and Capital Improvement Report as presented. Motion carried. 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, Boyer, Dietz, Hoke and Snyder. Manager Buker reported that a donor has expressed interest in sponsoring a dog waste bag dispenser for MYO Park. Other individuals have expressed interest in sponsoring benches. This matter will be discussed at the July Committee meeting

Committee Reports.

Employee Relations

COVID-19 Vaccinations – Chairman Snyder asked about participation in a local COVID-19 vaccination clinic and Manager Buker advised that all employees who wanted to be vaccinated have already received their vaccinations elsewhere.

Part-Time Park Maintenance Position – Manager Buker reported that there has not been a response from any possible candidates to date.

Part-Time Meter Enforcement – There are no likely candidates for this position either. Council would like to approach the Fire Company President to ask for assistance in getting the word out to their membership to gauge interest. In the meantime, the Police are to be asked to do meter patrols.

Finance and Risk Management

Request for Proposals – Auditing Services – JH Williams has fulfilled a three-year agreement, with a one-year extension, which covered years 2017 through 2020. Motion by Cl'm Bowman, seconded by Cl'm Hoke to request a three-year proposal for auditing services from JH Williams. Motion carried.

MIS Cyber Security Agreement – Council briefly reviewed a document received from MIS which clarifies responsibilities and expectations regarding cyber security. Action on the agreement was tabled until the August Council meeting. Additionally, Cl'm Hoke questioned whether or not our current insurance covers ransomware. Manager Buker reported that the next topic for the Safety Committee meeting will include direction for employees who use Borough computers to view an internet use safety video.

Parks and Recreation

Grosser's Excavating Invoice for Riverfront Clean-Up – Council reviewed the invoice for clean-up of the debris piles along the river front. Motion by Cl'm Boyer, seconded by Cl'm Hoke to approve the invoice for \$4,475.50 for payment. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoke and Snyder.

Update on MYO Park Renovations Project – Manager Buker reported that the tables for MYO #3 have arrived. The bulletin board is installed. Matthew's Construction is dealing with the silt socks. The trees and parking bumpers have been laid out. The Grand Opening is scheduled for Thursday, September 16th at 6:00PM. The first 50 children under 12 will get a free small ice cream cone from Sweet Treats. The Historical Society has been invited. The MAHS Band will be invited, as well as Mid Penn Bank, the Dauphin County Commissioners and all project sponsors.

Security Cameras – Cl'm Boyer reported that he and Crew Leader John Hoffman have been speaking with the teens in the Parks about using the Parks responsibly and cleaning up after themselves and conditions have improved. Manager Buker was directed to request a new proposal from MIS for security cameras for Seal Park, MYO Park, the 101 West Street garage and the Pine Street storage garage. Someone from MIS will be invited to do a presentation at the July Committee meeting.

Property

101 West Street Brickwork – Chairman Hoke reported that the mortar is deteriorating on the north side of the Borough building. This will be priced out for the 2022 budget. Manager Buker reported that the loose pieces have been repaired by the Public Works crew.

Daniel Miller House Chimney – Cl'm Hoke also reported that the chimney on the Daniel Miller house is in need of repair. Cl'm Snyder will contact someone he knows to request a quote. Manager Buker will contact JC Masonry for same.

Police Department Roof Leak – Manager Buker requested referrals from Council. She will contact SCAAP in Lenkerville and contact Dan Troutman at the High School for his recommendation. Cl'm Snyder will ask the Fire Company who they use and forward that information to Manager Buker.

Public Safety

Police Contract Negotiations – President Dietz reported that it is time for negotiations to begin. The Association has requested two items to date. Manager Buker and Secretary Jackson were directed to contact the current members of the Civil Service Commission to see if they are up to the task of hiring a new officer. Solicitor Kerwin is to be consulted for the proper steps and Cpl. Wise is to be asked the status of the hiring cycle with the Dauphin County Chiefs of Police Association.

Streets

Walnut Street Sinkhole Repair Project – Manager Buker reported that the repairs have been made to the storm pipe and paving is scheduled for tomorrow. Council asked if/when Gannett Fleming has visited the job site. Manager Buker was directed to follow up with an RFP for engineering services for Council's review. Motion by Cl'm Snyder, seconded by Cl'm Bowman to lift the temporary parking order on Plum Street on the date of project completion and when the road is reopened. Motion carried.

Request for Speed Enforcement Lines – Manager Buker reported that Cpl. Wise has requested that the speed enforcement lines be repainted. She was directed to confirm the locations with Cpl. Wise. This project is to be put on the list to do now, but is also to be prioritized as a Spring task.

Economic Development

Dauphin County Commissioner/State DCED Round Table – Council received an invitation to participate in a round table discussion via County Commissioner Chad Saylor. The list of projects that Manager Buker recently compiled for Senator DiSanto’s aide will be the starting point. Date, time and place TBD.

Former Millersburg Reamer & Tool Lot – There has been no further response from Campbell Associates. Council may do an RFP, including a development plan for building the housing units.

Millersburg Area Ambulance Association Ad Hoc Committee – Cl’m Snyder reported that the last meeting was on June 13th. There has been no commitment made to date. The Ambulance Association has been asked to present a plan of action to the Committee.

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

Manager’s Report – Written monthly report was provided to all Cl’ms. The Borough has received \$131,673.87 in ARPA funds (the first of two equal payments), currently being held in the PLGIT General Fund account. Motion by Cl’m Snyder, seconded by Cl’m Bowman to move the full amount of the ARPA funds received into the Mid Penn General Fund Reserve account in order to earn a better interest rate. Motion carried.

Engineer’s Report – Manager Buker reported that she forwarded the reports from Mr. Rehab to Gannett Fleming for their review. Their recommendations for storm sewer repair projects will be requested for the July Committee meeting.

Code Enforcement Officer’s Report – Council reviewed the written report as submitted by Karen Zaporozec. The owner of 294/296 Center Street has tenants in his properties, even though he has not been issued a certificate of occupancy yet. According to Ms. Zaporozec, we have no provision in our ordinances covering this instance and Council should consider an amendment. Ms. Zaporozec is to be invited to attend the July 28th Committee meeting.

Unfinished Business

Flood Insurance – MYO Park Restrooms – Deibler, Straub & Troutman has provided two quotes. Flood Risk Solutions, Inc. quoted a \$25,000 building coverage with a \$5,000 deductible for \$735. NFIP quoted a \$50,000 building coverage with a \$5,000 deductible for \$881. Secretary Jackson was directed to find out if we are able to cancel our recently renewed coverage with The Flood Insurance Agency and receive a prorated refund. Motion by Cl’m Bowman, seconded by Cl’m Hoke to purchase flood insurance coverage for the MYO restrooms with Flood Risk Solutions, if we are able to cancel our current coverage and receive a prorated refund. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder.

AED Options – Council reviewed a quote from Zoll for two new units, plus pediatric pads for \$3,597.98. One unit is for the Borough building and one is for one of the Public Works trucks. Cl’m Snyder will contact Ark Safety for quotes on two used and two new units. This will be reviewed again at the August Council meeting.

New Business

Federal Surplus Property Program – It is time to renew our membership in the program. Motion by Cl’m Snyder, seconded by Cl’m Bowman to authorize the following as purchasers: Borough Manager, Property Committee Chairman, Emergency Management Coordinator and Emergency Management Deputy. Motion carried.

Tree Removal Quote – Riverfront Park – Council reviewed two quotes. ABC Tree Monkeys quoted \$1,700. Swigart’s Tree Service quoted \$1,750. Motion by Cl’m Bowman, seconded by Cl’m Hoke to approve the quote from ABC Tree Monkeys for \$1,700 to remove the dead tree in Riverfront Park at Cherry Street. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder.

Modification to Zoning and Property Maintenance Ordinances – Cl’m Boyer reported that he will be drafting amendments to both ordinances for Council review. The amendment is regarding storefront windows.

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

Organization Reports

Upper Dauphin COG – Still on hiatus.

Millersburg Planning Commission – Manager Buker reported that there was no meeting this month.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – May 11, 2021 meeting minutes were provided to all Cl’ms .

Millersburg Area Authority – June 7, 2021 meeting minutes were provided to all Cl’ms .

Dauphin County Tax Collection Committee – Will not meet until September.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – President Dietz reported that next meeting will be held on July 27th in person at Perkins. Dauphin County Commissioner Chad Saylor will be the guest speaker and there will be a legislative update from a PSAB representative.

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 will have a July meeting on cyber safety.

Next Meeting – President Dietz announced that the Council will meet next on July 28th. .

Motion by Cl’m Bowman, seconded by Cl’m Snyder to adjourn the meeting at 9:38PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary