

**Millersburg Borough Council
Council Chambers
August 11, 2021 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 7:03PM 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 Snyder, seconded by Cl’m Bowman to approve the minutes from the July 14 and July 28, 2021 meetings as presented. Motion carried.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Bowman, seconded by Cl’m Hoke to accept the Financial Report for the month ending July 31, 2021. Motion carried. Motion by Cl’m Bowman, seconded by Cl’m Hoke to approve the Check Detail Report for the period July 15 through August 11, 2021. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder.

Committee Reports.

Employee Relations

Part-Time Park Maintenance Position & Part-Time Meter Enforcement – Discussion was held regarding the very limited response to both positions. Council directed Manager Buker to contact the Millersburg High School Soccer Club who expressed interest in a community service project, as a possible resource for the Parks Maintenance duties.

Pesticide Applicator Training – Manager Buker reported that John Hoffman is taking the PSU training to obtain his license. After all classes are taken a date will need to be scheduled for him to take his test.

Public Works Appreciation Luncheon – Cl’m Hoke suggested that a catered lunch be provided to the crew for their efforts throughout the summer.

Finance and Risk Management

EMC Insurance Dividend for 2020-2021 – Cl’m Bowman reported that we received a dividend in the amount of \$3,299.53.

2021 Donation to Millersburg Swimming Pool – Motion by Cl’m Bowman, seconded by Cl’m Hoke to pay the Pool a \$500 donation as budgeted for 2021. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder.

Appointment of Auditor – Motion by Cl’m Bowman, seconded by Cl’m Snyder to appoint JH Williams as the Borough’s auditor for the years 2021 through 2023. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder.

PSAB Fall Conference – Cl’m Bowman requested Council’s permission to attend the PSAB Leadership Training Conference in Erie from October 8-10. The cost would be \$545 to cover the registration and hotel. Motion by Cl’m Hoke, seconded by Cl’m Snyder to approve the request as presented. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoke and Snyder. Cl’m Bowman abstained.

Borough Resolution No. 21-02 – Park Signage – Motion by CI'm Snyder, seconded by CI'm Bowman to approve Borough Resolution No. 21-02 as it pertains to signage in public parks. Motion carried.

Ned Smith Festival Invoice – Vendor Fees – CI'm Boyer reported receiving positive feedback on the festival. Secretary Jackson requested Council direction on the invoice preparation. Remittance of vendor fees is required in the Facility Use Agreement, but the Center waived the vendor fees this year. Motion by CI'm Boyer, seconded by CI'm Bowman to state that the Center is receiving a one-time waiver of remitting the vendor fees to the Borough. Motion carried with yes votes from CI'ns Bowman, Boyer and Hoke. CI'm Dietz abstained. CI'm Snyder voted no.

Additional Notes on the Festival – More tables are needed for people to sit to eat; 2,500 attended; the new layout with the trees and parking blocks worked well.

Park Bench Sponsorships – Manager Buker reported that all donors who have expressed interest have been contacted and that there are 9 remaining benches available. There is also a donor for the dog waste bag station for MYO Park; donation as quoted deemed acceptable.

Property

2011 Truck Repairs & Inspection – Council reviewed four quotes for (4) brakes, (2) rear rotors, (4) ball joints and a front-end alignment. A&L Diesel, Inc. - \$2,220.80; Jake's Auto & Truck Repair - \$3,011.74; Stanley Springs, Inc. - \$3,020.25; Sunbury Motors - \$3,495.22. Motion by CI'm Snyder, seconded by CI'm Bowman to award to the lowest vendor using genuine Ford parts. Motion carried with yes votes from CI'ns Bowman, Boyer, Dietz, Hoke and Snyder.

Police Department Roof Repair Quote – Council reviewed a re-quote from Key's Flat Roof & Slate to replace the damaged sections only, for \$3,450. Motion by CI'm Hoke, seconded by CI'm Bowman to have Key's repair the roof above the Police Department and to pay the shortfall between the repair cost and the insurance payment received using the Capital Improvement budgeted line item for the Police Department window. Motion carried with yes votes from CI'ns Bowman, Boyer, Dietz, Hoke and Snyder.

Public Safety – No report.

Streets

Mid-State Paving Invoice – Council reviewed the invoice for \$86,600.40 for the Walnut Street project. Motion by CI'm Bowman, seconded by CI'm Hoke to pay Mid-State Paving \$86,600.40 from the Liquid Fuels Account. Motion carried with yes votes from CI'ns Bowman, Boyer, Dietz, Hoke and Snyder. It was also noted that no one from Gannett Fleming visited the job site during the work.

Gannett Fleming Invoice – Council reviewed a discounted invoice for \$2,010. Motion by CI'm Snyder, seconded by CI'm Bowman to pay \$2,010 to Gannett Fleming for engineering services rendered on the Walnut Street project. Motion carried with yes votes from CI'ns Bowman, Boyer, Dietz, Hoke and Snyder.

255 West Street Driveway Request – Manager Buker reported that the property owner would like to put in a driveway behind the property, coming out onto Cherry Street. Code Enforcement Officer Karen Zaporozec recommends doing this by a permit process. Council had questions about the specifics of the project. The matter was tabled.

Handicapped Parking Application – Manager Buker reported that a resident who recently had a handicapped parking spot installed at their home was dissatisfied with the placement. This led to a discussion about revising the application to include language asking the applicant for the requested location and a paragraph description of same. A picture or sketch will also be requested from the applicant. There will be no guarantee on final placement.

Gannett Fleming Storm Sewer Estimate – Council did a preliminary review of the storm sewer replacement projects. President Dietz directed Manager Buker to create a map with highlighted sections, compile costs and rank the projects. Kevin Fox will be invited to attend the Committee of the Whole meeting on August 25th to review Tanner’s Run, storm sewer replacement projects and sidewalks.

Economic Development

Former Millersburg Reamer & Tool Lot – Cl’m Hoke and Manager Buker will work jointly on preparing a Request for Proposals for this property.

Manager Buker was also directed to compile a list of the Borough’s blighted properties to forward to Gary Lenker, with Tri-County HDC.

Millersburg Area Ambulance Association Ad Hoc Committee – Cl’m Snyder had nothing new to report.

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.

Engineer’s Report – Written monthly report was provided to all Cl’ms.

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

Unfinished Business

AED Purchase – Council reviewed the quote from Ark Safety for two new units and pediatric pads at \$3,259.50. Motion by Cl’m Snyder, seconded by Cl’m Hoke to approve the quote and purchase the units from Ark Safety at \$3,259.50 and to pay for them from the Capital Improvement account. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder.

MIS Cyber Security Agreement – This document clarifies responsibilities and expectations regarding cyber security. Motion by Cl’m Hoke, seconded by Cl’m Snyder to approve the agreement as presented. Motion carried.

Security Cameras – Council is interested in the costs to install security cameras in Seal Park, MYO Park, the 101 West Street offices and garage and the Pine Street storage garage. Wi-fi access would also need to be quoted for certain areas. This matter was tabled until the August 25th Committee meeting so that more information can be gathered from Comcast.

New Business

Facility Use Agreement Amendment – Korner Collectibles Sip & Shop Date Change – Kim Ramberger has requested to change the date of her next event from September 17th and 18th to September 3rd and 4th. Motion by Cl’m Snyder, seconded by Cl’m Bowman to approve the request as presented. Motion carried.

COVID-19 Discussion – Council agreed to make no changes to our current policies but to remain aware of the situation as things progress.

Mace Request to Vacate Portion of Height Street – Council reviewed a written request from Dale and Audrey Mace to vacate the portion of Height Street between Oak and Lebo Streets. Mr. Mace has contacted the two adjoining property owners and neither has any objections. President Dietz directed Manager Buker to

research utility rights-of-way, contact Solicitor Kerwin for an overview of the process, to prepare a cost quote for Mr. Mace and to track her time for performing these tasks.

Facility Use Agreements - Halloween Parade & Window Painting Contest – Tabled. Nothing received from sponsoring organization.

Trick-or- Treat Date – Secretary Jackson was directed to contact Cpl. Wise to find out the recommended date from the Dauphin County Chiefs of Police Association.

Communications – All communications were available for CI’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. Karen Zaporozec will be attending the September meeting.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – June 8, 2021 meeting minutes were provided to all CI’ms .

Millersburg Area Authority – June 7, 2021 meeting minutes were provided to all CI’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 a meeting was held on July 27th. An Act 65 update was given.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Civil Service Commission – No report.

Millersburg Borough Safety Committee – July meeting minutes were provided to all CI’ms.

Next Meeting – President Dietz announced that the Council will meet next on August 25th. Manager Buker requested that CI’ms be prepared to discuss their ideas on the video camera package, engineering needs for long-term projects, storm sewer needs and prioritizing the wish list as given to Senator DiSanto’s office, including timelines for the projects.

Motion by CI’m Boyer, seconded by CI’m Bowman to adjourn the meeting at 10:02PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary