

**Millersburg Borough Council  
Council Chambers  
January 26, 2022 Committee Minutes**

**Call to Order** – President Dietz called the meeting to order at 7:01 PM with Cl'ms Boyer, Hoffman, Hoch, and Hoke present. Mayor Bowman, Public Works Crew Leader John Hoffman, and Borough Manager Kayla Buker were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Manager Buker made a few brief announcements before the presentation by the Gannett Fleming representatives. The announcements were:

- Cherry Blossom Festival is looking for volunteers for the day of the festival. Anyone available should speak to Donna Fralick.
- MYO Codes expire at the end of February. See Secretary Jackson or Manager Buker to renew.
- EMC Sean Grimm and Manager Buker had discussed which elected officials had undergone NIMS training. President Dietz had completed ICS 100 and ICS 700; Manager Buker is unaware of any other elected officials who have completed it. Council members who need help with registering with FEMA for the classes should see Manager Buker.

**Guests/Public Comment** – Kevin Fox and Andrew Crew, *Gannett Fleming*.

Mr. Fox and Mr. Crew presented the portions of the 2022 Stormwater Replacement and Repair project that were ready for Council review. Council asked multiple questions and discussed the project until satisfied with the answer to the question or status of a component. Additionally, the status of the Keystone Community Grant was discussed. The following was determined:

- Mr. Fox anticipates that the traffic detour when work occurs on Boyd Street where it crosses Union Street/Route 209 would take 3-4 weeks.
- Gannett Fleming is recommending having the contractor who is awarded the project do several test digs, rather than the Borough doing the test digs inhouse. Mr. Fox is planning to include test digs on either side of the PennDOT Right of Way on Boyd/Union, as well as one on Center Street.
- After discussing the PA1Call response, Manager Buker was directed to contact Frontier and determine what the cost would be to have fiber optic lines moved from underground to aboveground where the line runs along Boyd from 220 Center to the Post Office.
- The following scheduling items were discussed for inclusion in the bid documents—no work is to take place before May 7<sup>th</sup> to allow Cherry Blossom Festival to proceed unimpeded; Moore Street must be done by June 24<sup>th</sup> to allow the Fireworks to proceed unimpeded; at no point are both Church and Boyd Streets to be worked on at the same time. Manager Buker emphasized that, due to PennDOT's current schedule for the SR147 Bridge replacement project and the Keystone Community Grant timeline, it would important to complete this project in 2022 to minimize disruption for residents.
- The schedule for getting the project underway is currently as follows - Gannett Fleming will finish all bid documents in mid-February, Borough Council will recess to the call of the chair on February 9<sup>th</sup> to allow for a short business meeting on February 23<sup>rd</sup> where the advertising of the project and any other necessary pre-bid opening details will be finalized.

The deadline for sealed bids will be April 13, 2022. Bids will be opened at that evening's Council meeting, with the hope being that a conditional award pending legal review can be done that night.

Mr. Fox and Mr. Crew then left the meeting at 8:27 p.m.

## **Committee Reports**

### **Public Safety –**

**Grainger Order—KMIT Safety Grant**—Manager Buker shared the draft order of various traffic barricades and hot weather gear that the Borough was awarded a KMIT safety grant to purchase. Council will be asked to formally authorize the purchase at the February 9<sup>th</sup> meeting.

### **Employee Relations –**

**Crew Leader Report**— Mr. Hoffman shared some notes from the ongoing winter storms, as well as some equipment he would like Council to consider purchasing in the near future. Cl'm Dietz asked Mr. Hoffman to be attentive to line painting and road patching as the weather warms up. Mr. Hoffman left the meeting at 7:20 p.m.

**Public Works Cell Phone Policy** - The Borough Solicitor had no concerns about records retention if Council approves the existing policy. This item will be formally adopted at the February 9<sup>th</sup> meeting.

### **Finance and Risk Management—**

**MIS Quotes—Sonicwall**— During the renewal process of the Borough's cyber and ransom insurance, Manager Buker had asked MIS for recommendations for how to better protect the Borough digitally. MIS recommended that the Borough begin using a Sonicwall, and offered two options for how to do so. The first option involved using a physical unit that the Police Department already has installed, but digitally partitioning it. The second option involved Council purchasing a standalone unit and service for the non-police digital presence.

Council reviewed the quotes and asked Manager to confirm when the renewal of service would start for the standalone unit. Additionally, Manager Buker was directed to ask MIS about options for integrating 2-Factor Authentication into the Borough's digital infrastructure.

### **Parks & Recreation—**

**2022/2023 Grant Overview--** At Manager Buker's request, Council engaged in discussion about upcoming Grants and what capacity for new projects the Borough would have in 2022/2023. Council discussed the 2022 DCNR Park Renovation Grant cycle, the PA Fish and Boat Commission grants to increase water access, and the 2022 AARP Community Challenge Grant. It was determined that, given other projects scheduled for 2022, it did not make sense for the Borough to direct Manager Buker to apply for the 2022 DCNR grant cycle.

When the Fish and Boat Commission grant cycle opens (anticipated to be in September 2022), Manager Buker is to apply in that cycle, with the hopes of using any funds secured as part of a DCNR match in 2023's application cycle. Additionally, Manager Buker is to apply for the 2022 AARP Community Challenge grant with a project focused on getting low-profile mile markers for the trails in MYO and Riverfront Parks.

Additionally, Manager Buker reminded Council that Secretary Jackson, during her volunteer time with MAWT, had been asked to look for and apply for grants to renovate the Gazebo in Market Square. Secretary Jackson is unable to do that until Council develops a plan for the work, they would like to do in Market Square Park. Manager Buker also reminded Council that, due to the parks' proximity, it might be beneficial to do work in both Market Square and Veterans' Parks at the same time.

**MAGYS Brandenbaugh Request**— Council was made aware of a request by the Millersburg Area Girls Youth Softball leadership to be allowed to do extensive brush removal and refresh the paint at the Bradenbaugh field where the girls play. Council granted permission to do so with the caveat that paint colors should be signed off on by a representative of the Borough.

**MAGYS Facility Use Agreement for 2022**— Council reviewed the document that would govern MAGYS' use of the Bradenbaugh field. There was no feedback offered. This item will be on the agenda for the February 9<sup>th</sup> meeting.

**MYO Park Walking Trail Bollard**— Manager Buker provided an update on the process of filing a claim with the insurance company. There have been significant challenges in getting a response to her efforts. Trevor Matthews, the company owner who originally installed the bollard and walkway, had provided a quote for repairing the walkway and reinstalling the bollard. Council discussed whether or not they wished to reinstall the bollard, given the developing pattern of it repeatedly being hit. Manager Buker was directed to continue working on the insurance claim and to get a quote from Matthews Construction LLC to repair the walkway without reinstalling the bollard.

**Cherry Blossom Festival**— Manager Buker shared that planning is well under way. The next meetings are Monday, February 28<sup>th</sup> and Monday, March 28<sup>th</sup>.

#### **Property –**

**Police Department North Wall Repointing**—Council reviewed quotes from Ken Clean Masonry and Jones Masonry for repointing to the Police Department North Wall. The Ken Clean quote will be on the agenda for the February 9<sup>th</sup> meeting.

**Daniel Miller House Masonry Quotes**—Council reviewed quotes from Ken Clean Masonry and Jones Masonry for various repairs to the brickwork at the Daniel Miller House. Council discussed options for securing funding to do the repairs. Cl'm Boyer volunteered to contact the Historical Society and discuss options with them.

#### **Streets--**

**Ordinance No. 6-13 No Parking at Daycare on Center Street** – Manager Buker reviewed the ordinance, and explained the issue the Police are currently encountering. While Ordinance No. 6-13 references a No Parking zone for the daycare on Center Street when it creates a no parking zone for a daycare on Union Street, there is no ordinance that actually establishes a no parking zone on Center Street. Manager Buker reviewed the timeline of the situation that led to this and was directed to create an ordinance to establish a no parking zone on Center Street.

**LTAP Traffic Study: Stop Sign on North at Boyd**—Manager Buker shared that this is a work in progress to complete the traffic study required by law prior to stop sign installation.

**Economic Development** – There were no items for this committee.

#### **Other Business—**

**Upcoming Facility Use Agreements**— Manager Buker shared that Cherry Blossom Festival, Fireworks, and Ned Smith Festival Facility Use Agreements are in progress and will be on future Council agendas.

**Quick Ticket Draft Ordinance**— Manager Buker was directed to amend the existing draft to incorporate snow and ice removal from sidewalks following storms.

The meeting went into executive session at 9:49 p.m. for personnel matters.

The meeting came out of executive session at 10:09 p.m.

**Next Meeting** – President Dietz announced that the next Council meeting will be on February 9, 2022.

**Items for the February 9<sup>th</sup> Agenda—**

- Grainger Order
- Cell Phone Policy
- MIS—Borough Independent Sonicwall
- MAGYS Facility Use Agreement
- Ken Clean Masonry – PD Wall Quote
- MYO Walkway Bollard

The meeting was adjourned at 10:11 PM.

Respectfully submitted,

Kayla Buker  
Borough Manager