

**Millersburg Borough Council  
Council Chambers  
February 9, 2022 Meeting Minutes**

**Call to Order** – President Dietz called the meeting to order at 7:00PM with Cl’ms Boyer, Hoffman, Hoch and Hoke present. Mayor Bowman, Borough Manager Kayla Buker and Secretary Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

**Guests/Public Comment** – Thomas Adair, Sean Grimm (arrived at 7:45PM)

**Approval of Minutes** – Motion by Cl’m Hoffman, seconded by Cl’m Boyer to approve the minutes from the January 3, January 12 and January 26, 2022 meetings as presented. Motion carried.

President Dietz recognized Thomas Adair of 218 North Street. Mr. Adair addressed the Council with the following concerns:

- There is a couch on the back patio at 216 North Street. Cats and skunks are getting into it.
- He is dissatisfied with PSP’s response to Borough complaints.
- There is a barking dog at 228 North Street. Mayor Bowman has been previously advised.
- He is still waiting for action on the request for a stop sign on North Street at Boyd Street (on agenda).
- He would like to install surveillance cameras on his property to film drug deals. He was referred to his attorney for guidance.
- Referencing one of his recent complaints, the neighbor’s cinderblocks were removed by the Public Works Crew. President Dietz referred him to the Police to file a report. The same neighbor doesn’t shovel her entire sidewalk and continues to block the sidewalk with trashcans. Mayor Bowman was asked to have the Police monitor the blocked sidewalk situation.
- He regularly sees dog feces on Boyd Street and dogwalkers who are not carrying clean-up materials. He was again referred to the Police who must catch the act in progress.
- No one seems to be monitoring the cars that remain parked on a snow emergency route. Council will discuss. Mr. Adair then left the meeting.

**Financial Reports** – Council reviewed the Financial Report. Motion by Cl’m Hoffman seconded by Cl’m Hoke to accept the report. Motion carried. Motion by Cl’m Hoke, seconded by Cl’m Hoch to accept the Check Detail Report. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoch, Hoffman and Hoke. Secretary Jackson briefly explained how the Fixed Asset Register compares to the Capital Improvement budget, capturing expenses outside the General Fund Operating Budget. President Dietz asked Secretary Jackson to research permitted uses for the Park Improvement Account funds.

**Committee Reports**

**Employee Relations**

**Public Works Cell Phone Policy** – Motion by Cl’m Hoffman, seconded by Cl’m Hoke to approve the policy as presented. Motion carried.

**Finance and Risk Management**

**Millersburg Information Systems Sonic Wall** – Motion by Cl’m Hoke, seconded by Cl’m Hoffman to purchase and install the sonic wall from MIS for \$1,100 and to pay the expense from QuickBooks line item 405.250. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoch, Hoffman and Hoke.

2021 Audit – Chairman Hoffman reported that JH Williams was here January 31 through February 2 to audit 2021 records. They will be back in either May or June to present the financial statements to Council.

### **Parks & Recreation**

Facility Use Agreement – MAGYS – The organization requests the use of Bradenbaugh Park softball field from March 1 to November 28 for practices and games. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the agreement as presented with the user fee being waived. Motion carried.

MYO Walkway – Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve Matthews Construction's quote for \$6,850 to repair the walkway without reinstalling the bollard. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoch, Hoffman and Hoke. Erie Insurance has already paid the Borough \$7,100 so President Dietz directed Manager Buker to contact them to ask how to handle the overage.

### **Property**

Police Department North Wall – Ken Clean Masonry Surgeons – Motion by Cl'm Hoke, seconded by Cl'm Hoch to award the project to Ken Clean Masonry for \$4,250 to be paid from the Capital Improvement account. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoch, Hoffman and Hoke.

Borough Resolution No. 22-02 Update of Emergency Operations Plan – President Dietz recognized EMC Sean Grimm, who addressed Council regarding the required bi-annual updates to the Emergency Operations Manual. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve Borough Resolution No. 22-02. Motion carried. There was also discussion on holding a NIMS training for Borough officials who have not yet received their certifications. EMC Grimm thanked the Council and then left the meeting.

### **Public Safety**

Police Contract Negotiations – Cl'm Hoch reported that there was nothing new to report. President Dietz directed that a follow up letter be sent to the Patrol Officers Association. Cl'm Boyer will begin serving with Cl'ms Hoch and Snyder, since Mayor Bowman is no longer able to serve. There was no response received regarding the moonlighting letter from Solicitor Kerwin. President Dietz directed that a second copy of the letter be hand delivered to the Police.

### **Streets**

Storm Sewer Replacement Project Update – Manager Buker reported that the engineers continue to work on the plans. An updated timeline was presented. Another group WebEx will most likely need to be scheduled.

Borough Ordinance No. 1-22 – Restricted Parking at Tender Times Day Care – This ordinance establishes the restricted parking zone in the 200 block of Center Street. Solicitor Kerwin approved the draft. Motion by Cl'm Hoch, seconded by Cl'm Hoffman to change the penalty from \$25 to \$75 and to advertise the ordinance for adoption once in the Citizen Standard. Both the motion and second were then withdrawn. Motion by Cl'm Hoke, seconded by Cl'm Hoch to set the penalty at \$50 plus costs and to advertise the ordinance for adoption at the March 9<sup>th</sup> Council meeting once in the Citizen Standard. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoch, Hoffman and Hoke. Manager Buker was directed to post this information on the Borough's Facebook page and website.

Borough Resolution No. 22-03 – Stop Sign on North Street at Boyd Street – This resolution sets a 90-day trial period for the temporary installation of a stop sign on North Street at Boyd Street. Motion by Cl'm Hoffman, seconded by Cl'm Hoch to approve Borough Resolution No. 22-03 with the trial dates of February 16 to May 16, 2022. Motion carried. Manager Buker was directed to confirm the specific placement of the stop sign and to post this information on the Borough's Facebook page and website.

**Economic Development** – CI'm Boyer reported that County Commissioner Saylor advised that they will be sending possible dates for the round table discussion.

**Millersburg Area Ambulance Association Ad Hoc Committee** – No report.

### **Mayor's Report**

- Met with Police to discuss policy.
- Reviewed upcoming community events (Cherry Blossom Festival, Fireworks Display, Ned Smith Festival) where police are to be on duty.
- Requested a round table for interviews/interrogations.
- Manager Buker will check with Solicitor Kerwin to find out the status of our Civil Service Commission since we only have two full-time officers.
- The AED unit in M-9 is out of certification. Mayor Bowman is to check on the status of the unit in M-10.
- Secretary Jackson was directed to send a copy of the Police budget to Cpl. Wise.
- When line painting is done, the measurements between the lines is to be taken from inside the lines. Manager Buker will advise Crew Leader Hoffman.
- Manager Buker was directed to have an RFP for the roof repair project for the March 9<sup>th</sup> Council meeting.
- The Rodgers Group will be reviewing our police policies.

President Dietz called an executive session at 8:40PM for discussion of legal matters. The meeting went back into regular session at 9:10PM.

### **Manager's Report**

- Written monthly report was provided to all CI'ms.
- Streets Chairman Hoch will walk the meters with Manager Buker. CI'm Hoch then left the meeting at 9:20PM.
- Manager Buker will be out of the office a partial day on Feb. 15 and a full day on Feb. 18.
- April 23 was suggested as the date for Spring Clean Up.
- There is State DCED grant money available.
- The Borough records stored in the Civil Defense room downstairs need to be sorted and purged. Council gave approval for Manager Buker and Secretary Jackson to work on this over time.
- MAWT is trying to set an alternate date to host Mr. Sticky since he is not able attend the Cherry Blossom Festival this year.

**Engineer's Report** – Written monthly report was provided to all CI'ms.

**Code Enforcement Officer's Report** – Written report was provided to all CI'ms.

### **Unfinished Business**

**Borough Ordinance No. 2-22 Quick Ticket** – Motion by CI'm Hoffman, seconded by CI'm Hoke to advertise the ordinance for adoption at the March 9<sup>th</sup> Council meeting one time in the Citizen Standard. Motion carried with yes votes from CI'ms Boyer, Dietz, Hoffman and Hoke.

**Grainger Safety Equipment Order** – There is \$2,260.10 remaining on the KMIT Safety Grant received in 2021. Council reviewed Manager Buker's proposed order for safety equipment. Motion by CI'm Hoffman, seconded by CI'm Hoke to authorize the purchase from Grainger as presented, not to exceed \$2,260.10. Motion carried with yes votes from CI'ms Boyer, Dietz, Hoffman and Hoke.

**Fire Company Auditor – Borough Representative** – Solicitor Kerwin had no objection to Ms. Snyder serving and Manager Buker confirmed that she is not a member of the Fire Company. Motion by CI'm Hoke,

seconded by Cl'm Hoffman to appoint Judy Snyder as the Borough's representative to the Fire Company Audit Committee for 2021. Motion carried.

### **New Business**

The Flood Insurance Agency Invoice – Welcome Center – Motion by Cl'm Hoffman, seconded by Cl'm Hoke to pay \$1,367.90 for one year coverage on the Welcome Center; \$50,000 coverage with a \$2,000 deductible. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

Gannett Fleming Invoice – Motion by Cl'm Hoffman, seconded by Cl'm Hoke to pay \$38,597.42 to Gannett Fleming for Invoice No. 4670 from ARPA funds. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

Email Host Transition – Manager Buker provided an update to Council about an issue encountered earlier this month with the email addresses that end in @millersburgpa.org. Working with MIS, it was determined that these email addresses are currently on an older Google hosting package, that allowed for up to 25 addresses at no charge for municipalities and other entities. This package from Google will no longer be available beginning May 1, 2022. Manager Buker had spoken with Simon Heintzleman of MIS about options for email hosts. To continue with Google after May 1 would cost \$6/per user/per month (each email address represents a user in this situation). MIS sells Microsoft 365 licenses, and the price from March 1, 2022 onward would be \$6/per user/per month. Manager Buker shared her thoughts on which option would provide better data security, 2 Factor Authentication, and additional benefits as part of an add-on package. Council directed Manager Buker to follow up with MIS about 1) the base amount of storage available with Microsoft 365, 2) the ability to have emails from @comcast.net addresses permanently forwarded to @millersburgpa.org addresses as well as 3) the viability of having Microsoft emails accessed via the Gmail app/interface.

Communications – Council reviewed the listing. There was nothing requiring Council action. President Dietz requested a full accounting of the funds received from the Upper Dauphin Income Tax Office settlement from Secretary Jackson.

### **Organization Reports**

Upper Dauphin COG – President Dietz reported that COG will resume meetings in March. There is a plan to change UD COG By-Laws to call for quarterly meetings.

Millersburg Planning Commission – December 1, 2021, January 5, 2022 and February 2, 2022 (draft) meeting minutes were provided to all Cl'ms. Gerry Duke will be attending the March 9<sup>th</sup> Council meeting to present the draft of the ordinance to create the Main Street District.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – December 14, 2021 meeting minutes were provided to all Cl'ms .

Millersburg Area Authority – January 3, 2022 meeting minutes were provided to all Cl'ms .

Dauphin County Tax Collection Committee – November 17, 2021 meeting minutes were provided to all Cl'ms. Secretary Jackson reported that officers were elected at the January 19<sup>th</sup> meeting.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – January 25, 2022 (draft) meeting minutes were provided to all Cl'ms.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Civil Service Commission – No report.

Millersburg Borough Safety Committee – No report.

The meeting was recessed to the Call of the Chair at 9:59PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary