

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

Call to Order – President Dietz called the meeting to order at 7:00PM with Cl’ms Boyer, Hoffman and Snyder 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 – Rebecca Zemencik, via Web-Ex, Citizen Standard

Approval of Minutes – Motion by Cl’m Hoffman, seconded by Cl’m Snyder to approve the minutes from the February 9 and February 23, 2022 meetings as presented. Motion carried.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Hoffman seconded by Cl’m Boyer to accept the report. Motion carried. Motion by Cl’m Snyder, seconded by Cl’m Hoffman to accept the Check Detail Report. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoffman and Snyder.

Committee Reports

Employee Relations – Chairman Snyder had nothing to report.

Finance and Risk Management – Chairman Hoffman had nothing to report.

Parks & Recreation

Facility Use Agreement – MAWT Cherry Blossom Festival – Manager Buker requested Council direction on preparation of the agreement. Council agreed to waive vendor fees, the user fee and the Borough employee labor provision. There will be no electricity charges for the May 6th Mr. Sticky’s event.

Facility Use Agreement – Catfish Tournament – Mr. Kenneth Miller and Mr. Keith Casey request the use of MYO Park and MYO pavilion #2 for check-in and weigh-in stations for a catfish tournament on July 16-17, 2022. Motion by Cl’m Hoffman, seconded by Cl’m Snyder to approve the agreement as presented with no user fee. Motion carried.

Facility Use Agreement – Millersburg Little League – The organization requests the use of the Seal Park baseball field for games and practices from April 4 through June 30, 2022. Motion by Cl’m Hoffman, seconded by Cl’m Boyer to approve the agreement as presented with no user fee. Motion carried

Little League Field Improvements – Council reviewed two sketches of a proposed pitcher warm-up area. Council will not allow any impervious surface under the artificial turf area.

Report from Chairman – Cl’m Boyer reported that the spring clean-up in the parks is coming up. He has been searching for boulders for the MYO walkway project. Matthews Construction is scheduled to do the walkway repair the week of March 21st.

Property

Request for Proposals - Police Department Roof Repair – Council reviewed the draft RFP. Motion by Cl’m Snyder, seconded by Cl’m Hoffman to advertise with changes, with PSAB and in the Patriot News Thursday edition for bid opening on April 13. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoffman and Snyder.

Public Safety

Millersburg Area Ambulance Association – Chairman Snyder reported that both the Millersburg and Halifax Ambulance Associations have invited municipal officials to a meeting on March 24th at 6:30PM. The purpose is to discuss the futures of both organizations. The members of the Ad Hoc Committee (Cl'ms Boyer, Hoch and Snyder) would be permitted to attend as well as Mayor Bowman and Manager Buker.

Streets

Storm Sewer Replacement Project Update – Manager Buker reported that the project has been run in the Patriot News on March 6th and on PennBid on March 8th.

Street Sweeper Rental – Council reviewed the quote provided by A&H Equipment. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to approve the street sweeper rental from A&H Equipment from March 22 through March 28 for \$3,850. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Snyder.

Economic Development – Chairman Dietz had nothing to report.

Millersburg Area Ambulance Association Ad Hoc Committee – See report above.

Mayor's Report

Mayor Bowman requested an executive session. President Dietz called an executive session at 7:49PM for personnel reasons. The meeting came back into regular session at 8:24PM. Ms. Zemencik had left the meeting.

- Mayor Bowman referred a noise complaint to the Police Department
- Attended the Cherry Blossom Festival planning meeting in February
- Sat in on personnel records review
- Reported that Jon Strohecker was advised by Cpl. Wise to resubmit his handicapped parking spot application due to construction vehicles and apartment building residents parking in front of his home.

President Dietz relayed that he received positive feedback from a resident regarding interaction with Ptl. Trego, who responded to a recent call involving said resident.

Manager's Report – Written monthly report was provided to all Cl'ms. President Dietz requested that Mayor Bowman follow up on the return of the moonlighting letter; responses are due from both police officers. Cl'm Snyder directed Manager Buker to watch for future planning on PA's gas tax relief.

Engineer's Report – No report provided.

Code Enforcement Officer's Report – Written report was provided to all Cl'ms. Manager Buker reported that we received a letter from Allstate Insurance regarding the fire at 135 Moore Street. President Dietz directed Manager Buker to provide the Borough's Fire Escrow Ordinance to the Allstate contact.

Unfinished Business

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. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to adopt Borough Ordinance No. 1-22. Motion carried.

Borough Ordinance No. 2-22 – Quick Ticket – This ordinance allows for tickets for certain violations of the Property Maintenance Code (Borough Ordinance No. 1-17) and Chapter 21, Part 2, Section 201 of the Code of the Borough of Millersburg. Motion by Cl'm Boyer, seconded by Cl'm Hoffman to adopt Borough Ordinance No. 2-22. Motion carried.

Borough Resolution No. 22-04 – Police Pension Plan Waiver of Required Member Contributions For Year 2022 – This resolution waives the required 5% member contribution for 2022. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to approve Borough Resolution No. 22-04. Motion carried.

Update on Host for Borough Officials Email – Motion by Cl'm Snyder, seconded by Cl'm Hoffman to transition the following from the Google host to MS365 - nine existing email addresses at \$6.00/user/month and one existing and one new address at \$12.50/user/month. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Snyder.

AED Unit for M-9 – Motion by Cl'm Snyder, seconded by Cl'm Hoffman to approve the quote from Ark Safety for an AED Powerheart G5 for \$1,579.25 to be paid from QuickBooks 410.205, Police operating equipment. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Snyder.

Spring Clean-Up Day – Manager Buker requested that Spring Clean Up Day be set for April 23rd. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to advertise Spring Clean-Up Day in the Citizen standard twice. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Snyder. Manager Buker was directed to also post the details on the Borough's website and Facebook. Council approved the route for all participants - turn south off of Union Street and then west onto Pine Street. Once unloaded, participants will be directed north on Boyd Street. Pine Street will be closed at the intersection with State Route 147. Fire Police have been requested to assist with traffic control and checking participants' addresses.

Security Cameras – Council reviewed the re-quotes from Millersburg Information Systems. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to approve the quotes for 3 cameras at the Pine Street garage for \$3,173 and 6 cameras at 101 West Street for \$6,862. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Snyder. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to approve the quotes for 6 cameras at Seal Park for \$5,471 and 7 cameras at MYO Park for \$6,228, contingent upon confirming that none of the walkways will be disturbed. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Snyder. Since the quotes for the Parks are approximately \$1,400 over budget, Millersburg Area School District may be contacted regarding contributing to the MYO cameras.

New Business – None.

Communications – Council reviewed the listing. There was nothing requiring Council action.

Organization Reports

Millersburg Fire Company – January 11, 2022 meeting minutes were provided to all Cl'ms .

Millersburg Area Authority – February 7, 2022 meeting minutes were provided to all Cl'ms .

Cl'm Snyder requested that the Public Works crew investigate the southeast corner of the Market and Moore Streets intersection. A firetruck jumped the curb and broke it while responding to a call and repointing may be necessary. The matter was referred to Manager Buker.

The meeting was recessed to the Call of the Chair at 9:27PM.

Respectfully submitted,
Ann Bowman Jackson
Borough Secretary