

Millersburg Borough Council
Council Chambers
April 27, 2022, Committee Minutes
7:40 p.m.

Attendance - Cl'ms Boyer, Campisi, Dietz, Hoch, Hoffman, and Hoke. Mayor Alan Bowman and Borough Manager Kayla Buker.

Guests – John Hoffman, Millersburg Public Works Crew Leader & Jerry Duke, TCRPC

Public Safety- There was no report for this committee.

Employee Relations-

Crew leader Report- Mr. John Hoffman provided his report on the progress of work in the park, his review of how Clean Up Day went, and status updates on various projects. Mr. Hoffman then left the meeting at 9:01 p.m.

Part Time Police Officer- Cl'm Hoffman had spoken with John Boyer, who serves as a police officer in other communities in the region and who has expressed interest in serving Millersburg parttime. Mayor Bowman is to discuss what Officer Trego knows of Officer Boyer before anything is finalized. Cl'm Campisi departed at 9:10, with plans to rejoin the meeting via Webex later.

Workers Compensation Leave Draft Policy Review- Manager Buker presented a draft policy that she was directed to create by Council and asked Council to determine if the 40-hour bank is per incident or per year. Council indicated it was to be per year and the final version of the document is to be on the agenda for May 11th.

Finance and Risk Management-

MIS Camera Update— Manager Buker shared that the cameras had been installed at MYO Park. With the Pine Street cameras already installed, Manager Buker directed MIS to focus on installing in Seal Park before school lets out.

Parks and Recreation-

Cherry Blossom Festival Update— Manager Buker shared that PennDOT had approved the highway closure permit needed. Volunteers for May 6th and 7th are still being sought.

JFT Trunk or Treat Facility Use Draft Review- Council reviewed the draft facility use agreement for the proposed Halloween festivities and Trunk or Treat. After discussion about potential fee charges and JFT's questions about vendor fees, Manager Buker was directed to confirm that this event was not being held as a fundraiser for JFT and that JFT was not going to charge admission. The agreement will be reviewed again once that information is received.

VFW Facility Use Review- Council reviewed the draft facility use agreement for the Memorial Day Parade and services hosted by VFW Post #5507. Manager Buker is waiting for the insurance documents from the VFW in order to apply for the needed street closure permit. The finalized facility use agreement will be on the May 11th agenda.

MYO Park Potential Events- Manager Buker shared that she had been contacted by two people this week regarding potential events in MYO Park the weekend of September 10th. Bonnie Kent with Northern Dauphin Human Services Center was one of the individuals and was exploring the idea of MYO Park to host a larger event to follow up on National Night Out and celebrating first responders. The other individual was curious about the possibility of hosting a music festival in MYO Park for two days. Manager Buker

discussed the timeline for facility use agreements, as well as the potential restrictions with both callers. No action is needed at this point in time.

Park Rules- Cl'm Dietz and Manager Buker shared a report they had received via Facebook about someone taking a metal detector into Seal Park and digging up around the pavilion. The individual did replace the dirt they disturbed, but there were concerns that other metal detector users wouldn't be as respectful. Manager Buker shared that she and Secretary Jackson had looked for the document with the park rules and were not able to find it. After a brief discussion, this item was tabled for the May Committee meeting.

Property-

Daniel Miller House- Council reviewed the draft lease for Artistically Mine, which currently occupies the Daniel Miller House, and determined that there would not be a rent increase. Council did discuss the preliminary conversations with the Historical Society and what members of Council envisioned as the future of the property. Manager Buker shared that Skip Wingard, former Borough Manager and current member of the Historical Society, had stopped in to discuss the property and the Historical Society's concerns about the lack of significant repairs over the decades. It was decided that Manager Buker was to set up a tour of the property for some of the Historical Society members, as well as confirm with Solicitor Kerwin what the appropriate procedure would be if the property changed owners in the middle of the lease. The lease is to be on the agenda of the May 11 council meeting. Cl'm Campisi rejoined the meeting via Webex at 9:38 p.m.

2002 Spreader Replacement Quote Review—Council reviewed the quote from RW Maust for \$4,252.87 to completely replace the salt spreader for the 2002 Ford truck. This item is to be added to the May 11th agenda for action. Additionally, Manager Buker is to confirm that this, and repairs to the 2017 truck's spreader, would be a permitted use of the Liquid Fuels funds. Both the 2002 replacement and the 2017 repair spreader quotes are to be on the May 11th agenda.

Streets-

549 Union Street HC Parking Update- The resident at 549 Union Street stopped into the office to see Manager Buker upon receiving the letter sent on Council's behalf, denying a handicapped parking spot at that location. The resident wanted Manager Buker to further elaborate on the reasons for denial and add this elaboration to the bottom of the denial letter with a signature. Manager Buker declined to do so, as the letter was sent with the reasons for denial provided by Council at the April 13th meeting. Manager Buker did review the ordinance with the resident and provided the resident a printed copy of the ordinance to take with them. The resident had made comments about escalating this denial to a state elected official in the course of conversation with Manager Buker.

Stormwater Sewer Project Update- Manager Buker shared that all documents provided to date by Mid-State Paving, the apparent low bidder, were reviewed by Solicitor Kerwin and Gannett Fleming. Neither party objected to the documents and Manager Buker gave permission for Gannett Fleming to issue the Notice of Intent to Award to Mid-State Paving. Public Notification documents are still in development and once the timeline is finalized, the documents will be shared with Council via email.

Parking Meters— This item was tabled to the June Committee meeting.

Stop Sign on North Street at Boyd Street- Council was reminded that the 90-day trial period for the Stop Sign at North & Boyd Streets is coming to an end in mid-May. This item will be on the agenda on May 11th for Council to decide if the sign will remain or be removed.

901 Manor Drive Sidewalk Letter- Council reviewed a letter from Gene and Michelle Troutman, who recently purchased 901 Manor Drive, requesting permission to remove the sidewalk in front of their property. This was requested because the roots of the shade trees in the front yard had significantly moved the sidewalk and they expressed concern that having to replace the sidewalk would damage the trees. Council reviewed the request as well as the location and condition of the sidewalk. Council agreed to the removal of

the sidewalk due to the low rate of sidewalk utilization around 901 Manor Drive. Manager Buker was directed to respond to the Troutmans with the authorization to remove the sidewalk.

Hillside Church Sewer Issue- Council reviewed an email sent by Pastor Steve Blayer to Manager Buker discussing a sewer drain issue that Hillside Church is experiencing that Pastor Blayer believes was caused by the storm drain project that was done in that vicinity a few years ago. After discussing the situation, Manager Buker was directed to reach out to Chad Gladfelter or Erin Letavic with HRG, who were involved in the storm drain project, as well as talk to Millersburg Authority Manager Nick McCarron about other potential causes.

Economic Development-

Main Street District Draft Ordinance Review—Mr. Jerry Duke discussed the draft ordinance to establish a zoning overlay, called the Main Street District, that he had worked with Millersburg Planning Commission to develop. Council discussed the ordinance in depth and provided the following requests to alter the document- 1) that the 5% cap in Section 10B of the document be revised to state “other than single family” to ease limits that would be imposed on homeowners wishing to expand their homes, 2) that tattoo parlors be moved to the permitted uses list, and 3) explicitly disallow auto repair shops and gas stations. Providing that Millersburg Planning Commission reviews the changes and does not object, Borough Council will act on this item on May 11th to advertise it, inform homeowners, and schedule a public hearing.

Borough Vendor Selection Policy- This item was tabled.

Community Resource Posting- This item was tabled.

Other Business-

Borough Social Media Policy- Cl'm Campisi had inquired about options for assisting with the Borough's Facebook presence and Manager Buker shared that the current social media policy is from 2013. Council discussed the unique needs of social media records retention as well as how the Facebook page is currently handled by Manager Buker. Cl'm Campisi and Manager Buker will work together to review options and discuss developing a more consistent posting schedule.

PSAB Cannabis Legalization Documents- Council reviewed documents provided by David Bolton, Abbottstown Borough Manager, and a member of the PSAB Board of Directors and Resolution and Policy Committee. Mr. Bolton was requesting resolutions from Boroughs in support of legalizing cannabis use to be shared with the Pennsylvania Legislature. Additionally, Mr. Bolton shared documents pertaining to decriminalization of small amounts within Abbottstown Borough and requested Borough Councils evaluate if decriminalization is viable in their communities. Council expressed concern that decriminalization might render the Borough and/or the Millersburg Police Department ineligible for grants. Manager Buker was directed to investigate. This item will be on the May Committee agenda.

M. Cross Reverse Subdivision Document Review- Council reviewed Michael and Julie Cross' application to combine the lots of their properties on Center and West Street, as well as zoning officer Karen Zaporozec's feedback from reviewing the plan. Council indicated that they have no objection to the lots being combined but did wish to stress that any future developments would be required to meet the applicable permitting. Additionally, Manager Buker was directed to work with Ms. Zaporozec to ensure that the properties also address the railroad ties serving as a retaining wall, as the current setup is not in good condition. Mr. Jerry Duke left the meeting at 8:42 p.m.

Council NIMS Training- ICS 100 and 700- Council was reminded of the need to complete this training.

Items for May 11th

- Worker's Compensation Leave Policy
- VFW Facility Use Agreement

- Daniel Miller House Lease
- 2002 Spreader Replacement Quote
- 2017 Spreader Repair Quote
- Stop Sign at North & Boyd Streets
- Main Street District Ordinance

Items for May 25th

- PSAB Cannabis Legalization Documents

Items for June 22nd

- Parking Meters

Next Meeting— May 11 at 7 p.m. at 101 West Street.

Meeting adjourned at 10:22 p.m.

Respectfully submitted,

Kayla Buker
Borough Manager