

**Millersburg Borough Council
Council Chambers
February 8, 2023 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 6:07PM with Cl’ms Campisi, Hoch (arrived at 6:30PM), Hoffman, Hoke and Snyder present. Mayor Bowman, Public Works Crew Leader John Hoffman and Secretary Ann Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Scott Isenberg and Dean Riland, representing The Historical Society of Millersburg and Upper Paxton Township

Change in Committee Chairmen – President Dietz announced a change in Committee Chairmen. The new Finance & Risk Management Committee Chairman will be Cl’m Hoch. The new Streets Committee Chairman will be Cl’m Hoffman.

Approval of Minutes – Motion by Cl’m Hoke, seconded by Cl’m Campisi to approve the minutes from the January 4, 11 and 25 meetings as prepared. Motion carried.

Public Comment

President Dietz recognized Scott Isenberg and Dean Riland from the Historical Society. Mr. Isenberg conducted an informative presentation on the 2022 recap and the on-going projects for 2023, specifically the canal preservation. Council offered their support of the project as well as a possible repeat of Local History Day. Mr. Isenberg and Mr. Riland left the meeting at the conclusion of their presentation.

Financial Reports – Council reviewed the month-end Financial Report. Secretary Jackson reported that expenses well exceeded income for the month, but that she did not expect to have to draw from the Reserve Account because real estate taxes will be coming in. Motion by Cl’m Snyder, seconded by Cl’m Hoke to approve the report for the month ending January 31, 2023. Motion carried.

Motion by Cl’m Hoffman, seconded by Cl’m Snyder to accept the Check Detail Report. Motion carried with yes votes from Cl’ms Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder.

Crew Leader Report

- There will be a streets tour on Monday, February 13 at 8:30AM.
- The Crew would like to clear out trees and hedges at the swinging bridge on the Gun Club side. Cl’m Campisi will request Conservation Club participation to do appropriate tasks for this project.
- We are waiting to hear the dates for street sweeping from the rental vendor. Council agreed to tow vehicles using Peifer’s. Cl’m Campisi will do a heavy social media blast indicating the week’s schedule and notifying residents about towing well in advance of the street sweeping. The PW Crew is to post the streets one week in advance. Mr. Hoffman was directed to inventory stands and cones. Secretary Jackson was directed to notify the Colonnade and churches to get the word out.
- Spring Clean-Up is scheduled for April 22nd. Valley Waste will be providing the cans.
- The Crew would like permission to build ten picnic tables to use for community events, including the Cherry Blossom Festival. MAWT will cover the expense of the materials. The Borough would be responsible for labor for building the tables and painting them. Motion by Cl’m Campisi, seconded by Cl’m Snyder to donate the labor for 2 men, for 3 days to build and paint the tables. Motion carried with yes votes from Cl’ms Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder.
- The Crew has been requested to repaint the speed lines. Five buckets of street paint have been secured and we will be getting 5 more which should get us through this project as well as crosswalk painting.

- Three employees are requesting to attend the PSATS Symposium from April 23-25. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to pay the \$237 registration fee to cover John Hoffman, Shane Comp and Manager Whitall and to allow up to \$20 per day, per employee for a lunch allowance. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder.
- The new tamper was picked up today.

Mr. Hoffman then left the meeting.

Employee Relations Committee

Police Officer Update – Officer Gamez will be starting on February 27. There are patrol officer interviews scheduled for February 13 and 21.

Other Updates – Cl'm Campisi would like to start an Employee of the Quarter award.

Finance & Risk Management Committee

Overpayment of State Aid for PMRS Pension Plan – Secretary Jackson reviewed a communication from the Auditor General's office regarding repayment of excess 2022 State aid. It was determined that the error was due to the State using older reporting data from PMRS for the calculation. President Dietz directed Secretary Jackson to ask if the repayment can be deducted from the 2023 State aid we will receive this fall.

2022 Audit Update – Secretary Jackson reported that the audit was done on January 30, 31 and February 1. The auditors will return in May to review the financial statements with the full Council.

Parks & Recreation Committee

Facility Use Agreement – Millersburg Teener Baseball – The organization requests the use of MYO Park baseball field for practices and games from now to July 10, 2023, and if there is a fall season, until November 1, 2023. Special requirements were reviewed. The certificate of insurance has been received. Motion by Cl'm Snyder, seconded by Cl'm Hoke to approve the agreement and to waive the user fee. Motion carried.

Facility Use Agreement – Ned Smith Festival – The organization requests the use of MYO and Riverfront Parks on July 29 from 5:00AM to 7:00PM for the annual wildlife festival. The special requirements were reviewed. The certificate of insurance has been received. The user fee will be \$200 to cover the rental of MYO pavilions #1, 2 and 3, and Secretary Jackson will be invoicing for Borough labor and paper products. Vendor fees apply. Motion by Cl'm Snyder, seconded by Cl'm Hoke to approve the agreement as stated. Motion carried.

Movies in the Park Quotes – This matter was tabled.

Ferry Boat Storage Building Location – This matter was tabled.

Market Square Park Renovations Project – President Dietz reported that there was a recent meeting including Chuck Strodosky from YSM who will be providing a site plan and cost outline.

Property Committee

Toilet Flusher Quotes – Council reviewed two quotes to replace toilet flushers in the Parks restrooms and Borough Building Staff restrooms. Motion by Cl'm Hoke, seconded by Cl'm Campisi to approve the purchase from R.F. Fager Company at \$1,425 and to pay for the expense from Park Construction supplies. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder.

101 West Street Garage Window Quotes – Council reviewed three quotes for the replacement windows. The windows will help with heating and cooling expenses as well as security. Motion by CI'm Hoke, seconded by CI'm Hoffman to have Chubb Construction proceed with the job for \$12,800. Motion carried with yes votes from CI'ms Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder.

Public Safety Committee

Review of Atlantic Tactical and Witmer Safety Quotes – Motion by CI'm Snyder, seconded by CI'm Campisi to approve not to exceed \$4,000 to purchase: (2) Glock 45 MOS, (2) Trijicon site, (2) Trijicon mounting kit, (2) stream light & mounting kit, (2) holster from Atlantic Tactical and (2) AmeriGlo site, (4) pants and (4) shirts from Witmer Safety. Motion carried with yes votes from CI'ms Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder.

Police Server – Motion by CI'm Snyder, seconded by CI'm Campisi to purchase a new server from MIS for \$10,000 to update the current police server. Motion carried with yes votes from CI'ms Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder.

In-Synch Software – Motion by CI'm Snyder, seconded by CI'm Campisi to end Visual Alert and migrate to In-Synch and to purchase five licenses from MIS for \$13,175. Motion carried with yes votes from CI'ms Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder.

Streets Committee

Update from Chairman – CI'm Hoffman reported that he is looking at paving project possibilities; there is a walk-through coming up next week. He discussed the Wert Street parking issue with some of the residents. Square footage measurements will be gathered for streets on the long-range plan for paving projects. Secretary Jackson will try to find the core-sample reports for Chairman Hoffman and Crew Leader Hoffman.

Economic Development Committee

Tourism Brochure – Secretary Jackson requested guidance on new business listings. There was no consensus.

Mayor's Report

The Police Department UCR report was distributed to all CI'ms. Mayor Bowman thanked the Council for helping out with Police Department matters. CI'm Snyder thanked CI'm Campisi for her work in screening applicants and arranging interviews.

Manager's Report – Manager Whittall's written report was provided to all CI'ms.

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

Code Enforcement Officer's Report – Written report was provided to all CI'ms. President Dietz reported that there will be a walk-through/inspection of 116/118 Pine Street on February 15 at 11:00AM.

Unfinished Business

Upper Dauphin Industrial Development Authority Board Appointment – Motion by CI'm Snyder, seconded by CI'm Hoke to reappoint Lori Schoffstall to another term. Motion carried.

Borough Resolution No. 23-01 - Zoning Hearing Board Application Fee – This resolution amends the fee the Borough charges for Zoning Hearing Board Applications from \$250 to \$500 for a residential application and \$1,000 for a commercial application. This change was recommended by Codes Enforcement Officer Karen

Zaporozec. Motion by CI'm Snyder, seconded by CI'm Hoffman to approve Borough Resolution No. 23-01. Motion carried.

New Business – None.

Communications – All CI'ms received the listing. There was nothing requiring Council action. Secretary Jackson called CI'ms attention to the communication from Jerry Duke regarding the MASD building project.

Organization Reports

Upper Dauphin COG – President Dietz reported that the topic at the last meeting was EMS services. A sub-committee was created to discuss how to improve coverage.

Millersburg Planning Commission – February 1, 2023 draft meeting minutes were provided to all CI'ms. The Planning Commission agreed with the Borough stating that the School District has addressed all of HRG's comments regarding the building project. Bill Burch was present to discuss 116/118 Pine Street matters.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – December 13, 2022 meeting minutes were provided to all CI'ms.

Millersburg Area Authority – January 9, 2023 meeting minutes were provided to all CI'ms.

Dauphin County Tax Collection Committee – January 18, 2023 meeting synopsis was provided to all CI'ms.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – President Dietz reported on the January 24, 2023 meeting. The guest speaker was an HR expert.

Zoning Hearing Board – There is a hearing for the MASD coming up in March, regarding their requested variance for the number of parking lot entrances.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Borough Safety Committee – Secretary Jackson reported that recent meetings were for employee CPR re-certification.

Garden Committee – CI'm Campisi reported that the first meeting was held recently. Motion by CI'm Campisi, seconded by CI'm Hoffman to appoint the following individuals to serve on the Committee through December 31, 2023, with the structure after that to be decided: Alexis Campisi, James Whitall, Ann Jackson, Sarah Estrada, Maria Aros, Lizzie Baldwin and Katie Stansfield. Motion carried.

CI'm Hoffman stated that he would like to invite Debbie Meck to the March Committee meeting to discuss a Trap-Neuter-Release program for cats. Council agreed.

The next meeting will be on February 22, 2023, at 6:00PM.

The meeting was recessed to the Call of the Chair at 9:15PM.

Respectfully submitted,
Ann Bowman Jackson
Borough Secretary