

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

**Call to Order** – President Dietz called the meeting to order at 6:00PM with CI’ms Boyer, Campisi, Hoffman, Hoke and Snyder present. Mayor Bowman, Manager Whitall and Secretary Ann Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

**Guests** – Richard J. Gamez, Rebecca Smith-Witmer, Chuck Strodoski, YSM Landscape Architects and Kevin Fox, Gannett Fleming

**Amendment to Agenda** – Motion by CI’m Hoffman, seconded by CI’m Snyder to amend the meeting agenda to include swearing in the Borough’s Officer in Charge, officer hiring, Concession Stand lease and an update on Police budget. Motion carried.

**Approval of Minutes** – Motion by CI’m Hoke, seconded by CI’m Hoffman to approve the minutes from the February 8 and 22, 2023 meetings as prepared. Motion carried.

**Swearing in of Police Officer in Charge** – Secretary Jackson administered the Police Officer oath to Richard J. Gamez and welcomed him. CI’ms extended their well wishes. Officer Gamez and Ms. Smith-Witmer then left the meeting.

**Public Comment**

President Dietz recognized Chuck Strodoski with YSM Landscape Architects. Mr. Strodoski presented the conceptual plan design for the Market Square Park Revitalization Project. Council would like to see adjustments for native plants, perennials, and incorporation of additional green concepts.

**YSM Proposal - DCNR Grant Application** – Motion by CI’m Boyer, seconded by CI’m Hoke to retroactively approve YSM’s proposal for \$3,600 to create the site plan to use for the Borough’s DCNR grant application for the Market Square Park Revitalization Project. Motion carried with yes votes from CI’ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

**Borough Resolution No. 23-03 – DCNR Grant Application for Market Square Park Revitalization** – This resolution indicates the Borough’s desire to undertake said project and to receive DCNR grant funding to carry it out. It also names President Dietz as the authorized person to electronically sign on behalf of the Borough. Motion by CI’m Snyder, seconded by CI’m Hoke to approve Borough Resolution No. 23-03 as presented. Motion carried. Mr. Strodoski then left the meeting.

President Dietz next recognized Kevin Fox with Gannett Fleming. Mr. Fox reviewed the sewer planning module for the Millersburg Area School District’s building project.

**Borough Resolution No. 23-04 - MASD Sewer Planning Module** – Motion by CI’m Hoke, seconded by CI’m Snyder to approve the Resolution for Plan Revision for New Land Development, to sign all related documents and return them to K&W Engineers to include with their application to DEP. Motion carried.

**Streets Survey** – CI’m Hoffman reported on a recent walking tour of the Borough streets, for the purpose of determining those to be included in the 2023 paving project. Council instructed Mr. Fox to put together the bid package for the project to include the intersection of Walborn Lane and Bowman Street, East Union Street and the intersection of Center and Race Streets. Alternates are Ridgewood Drive, the intersection of Center and Market Streets and Plum Street. Unfortunately, the 2017 report on core samples does not include

these areas. Quotes will be obtained to do additional core samples. Another walkthrough is planned with traffic engineers.

116/118 Pine Street – Manager Whitall reported that a guardrail must go in and it will be in the Borough right-of-way. Council must consider either vacating the western end of Apple Street or granting an easement. Jerry Duke is looking for a sample street vacation ordinance. Motion by CI'm Hoke, seconded by CI'm Boyer to proceed with the process of vacating the street in the rear of the property and to require replacement of sidewalk along Pine Street on the frontage of the property. Motion carried.

Mr. Fox left the meeting.

**Financial Reports** – Council reviewed the Financial Report. Motion by CI'm Hoffman, seconded by CI'm Hoke to approve the report for the month ending February 28, 2023. Motion carried.

Motion by CI'm Hoffman, seconded by CI'm Campisi to accept the Check Detail Report. Motion carried with yes votes from CI'ns Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

### **Employee Relations Committee**

Community Relations – Police Department – CI'm Campisi reported that Officer Gamez, Mayor Bowman and she discussed holding a public forum on April 26 from 5:30 to 6:30 in the evening. Motion by CI'm Campisi, seconded by CI'm Hoffman to advertise the public forum on April 26 from 5:30 to 6:30 and to move the Committee starting time from 6:00 to 6:30. Motion carried with yes votes from CI'ns Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

Additionally planned is Coffee with a Cop to be held April 8, from 9:00 to noon at Peace of Mind Café.

Indeed – CI'm Campisi reported that the Indeed ad was paused two weeks ago. There is one viable candidate. Council will send a retirement card and gift card to Chief Goshert as a thank you for doing all the background checks on candidates.

### **Finance & Risk Management Committee**

2022 Audit Update – Secretary Jackson reported that the auditors have asked to return to present the financial statements to the Council at the May 24 Committee of the Whole meeting.

### **Parks & Recreation Committee**

Movies in the Park – Council reviewed the quote from Fun Flix for \$1,011.80. This quote includes movie screen, sound and projection, but does not include movie licensing. Motion by CI'm Campisi, seconded by CI'm Hoffman to approve execution of the quote. Motion carried with yes votes from CI'ns Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

Millersburg Information Services Quote AAAQ4323 – Council reviewed the quote for installing three new security cameras, one in each pavilion at MYO Park, plus one on the community garden shed and one wireless bridge for remote viewing. The total quote was \$4,183.22. Manager Whitall was directed to investigate using our existing cameras and re-locating them.

Beavertown Block Quote No. 833-02 – Council reviewed the quote for \$3,719.33 for the cement block to construct the community garden. Council reviewed the plot plan. Motion by CI'm Campisi, seconded by CI'm Hoffman to purchase the block as quoted from Beavertown Block and to forward the invoice for payment to Penn State Health to pay from our grant. Motion carried with yes votes from CI'ns Campisi, Dietz, Hoffman, Hoke and Snyder.

Additional matters to investigate were liability insurance coverage for produce consumers, a fence waiver for a five-foot fence, the type of surface underneath the garden shed and zoning application requirements.

MYO Park Baseball In-Field Repairs – The Teener organization submitted an invoice they received for in-field repairs for \$1,600. They requested Council’s help to pay the expense. Additional repairs are needed at that facility. Council took no action on the invoice. Manager Whitall will have David Chubb look at the grandstand roof to do an assessment.

Facility Use Agreement – Millersburg Area Girls Youth Softball – Organization requests the use of Bradenbaugh field from March to November 15 for softball practices and games. There were no changes from last year’s agreement. Motion by CI’m Hoffman, seconded by CI’m Campisi to approve the agreement, contingent upon receiving their certificate of insurance. Motion carried.

Concession Stand Lease – Council reviewed the 2023 lease for rental of the Welcome Center concession stand. Angela Hoover, owner of Sweet Treats is operating under MAAD Foods, LLC and would like to renew the lease for this season. Motion by CI’m Snyder, seconded by CI’m Campisi to renew the lease as presented. Motion carried.

**Property Committee** – No report.

### **Public Safety Committee**

Hiring of Richard Gamez – Motion by CI’m Campisi, seconded by CI’m Snyder, to hire Richard J. Gamez for the position of Office in Charge, date of hire February 27, 2023, at the annual salary of \$73,000, with the terms of employment as stated in the Borough’s Offer of Employment, signed and dated by Mr. Gamez on December 27, 2022. Motion carried with yes votes from CI’ms Campisi, Dietz, Hoffman, Hoke and Snyder.

Update on Police Budget – CI’m Snyder reviewed expenses to date with the Council. The costs for the server from MIS and the In-Synch software both came in under the quotes. Gear expenses are being tracked as well.

### **Streets Committee**

Facility Use Agreement – Dockey Auction Services - Street Closure Request – The organization requests the closure of Front Street between Moore and North Streets on May 27, 2023 from 7:00AM to 3:00PM for a public auction. The \$25 user fee has been paid and the certificate of insurance is on file. Special requirements were reviewed. Motion by CI’m Snyder, seconded by CI’m Hoke to approve the agreement as presented. Motion carried.

Facility Use Agreement – VFW Halloween Window Painting Contest – The organization requests the use of Borough sidewalks and Veterans Park on October 16, 2023 from 11:00AM to 5:00PM for the annual window painting contest. There would be no user fee. Special requirements were reviewed.

Facility Use Agreement – VFW Halloween Parade – The organization requests the use of Market Square and various Borough streets on October 18, 2023 from 6:00PM to 9:00PM for the annual Halloween parade. There would be no user fee. Special requirements were reviewed.

Motion by CI’m Snyder, seconded by CI’m Campisi to approve both agreements as presented, contingent upon receiving the organization’s certificate of insurance. Motion carried.

Update – Review of Borough Ordinance No. 3-12 and Motor Vehicles and Traffic §15-603 Tow Away Zones Designated – Manager Whitall is preparing a draft ordinance for Solicitor Kerwin’s review. The new ordinance will amend the current ordinance by designating tow away zones and referencing the fine schedule. This will be on the April 12 meeting agenda.

**Economic Development Committee** – Nothing to report.

Cl'm Hoke reported that Stain, Paint & Create has been successful thus far and will be expanding into an additional section of the same building.

**Mayor's Report** – Nothing to report. The Police Department UCR report was distributed to all Cl'ms.

**Manager's Report** – Manager Whitall's written report was provided to all Cl'ms.

- 116/118 Pine Street – Reviewed earlier in meeting.
- Wert Street & Lincoln Street Restricted Parking – A walk through with Chief Snyder is planned. Secretary Jackson will provide Chief Snyder's contact information to Cl'm Hoffman. Manager Whitall is to contact Patrick Wright with LTAP to see if he has any workable solutions.
- 904 Manor Drive Fallen Tree Clean-Up – Motion by Cl'm Hoffman, seconded by Cl'm Campisi to invoice the property owner. Motion carried.
- 2023 Public Outreach Campaign – This is an on-line survey and public forum to provide feedback to the State Transportation Commission and PennDOT officials regarding how PA's transportation system performed over the last two years. This is part of updating the 12-year program.
- 510/512 Moore Street – President Dietz directed Manager Whitall to discuss the status with Solicitor Kerwin and encourage him to get a court date for this matter.
- Quick Tickets – Manager Whitall reported that Solicitor Kerwin has approved the layout and that the mock-up is ready to go the printer.

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

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

Motion by Cl'm Snyder, seconded by Cl'm Hoke to authorize Karen Zaporozec to proceed with filing a civil complaint against 801 State Road (Cathy's Critters) for \$225.85. Motion carried. Ms. Zaporozec has notified the property owner of 135 Moore Street regarding open burning and is waiting for their response.

### **Unfinished Business**

**Repayment of Excess State Aid to Pension Plans** – Motion by Cl'm Hoffman, seconded by Cl'm Snyder to repay the overpayment of \$8,892.68 to the State. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman, Hoke and Snyder.

**Millersburg Information System Enhanced Services Contracts** – Due to updating both systems, MIS provided new monthly contract amounts of \$424 for the Borough administrative side and \$408.50 for the police side for IT support and services. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to approve the new monthly amounts as stated. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman, Hoke and Snyder.

### **New Business**

**2023 UDCOG Membership** – Council reviewed the invoice for 2023 membership dues. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to pay \$229.05 for the Borough's 2023 COG dues. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman, Hoke and Snyder.

**Auto Detailing** – Cl'm Hoffman would like to have the police vehicles detailed at JKS Auto Detailing. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to have M-9 and M-10 detailed one time at JKS. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman and Hoke. Cl'm Snyder voted no.

Borough Resolution No. 23-02 – Sustainable Pennsylvania Community Certification Program – This resolution states that Millersburg Borough will promote sustainability through its policies and practices. Motion by CI'm Campisi, seconded by CI'm Hoffman to approve Borough Resolution No. 23-02. Motion carried.

Guy P. Beneventano, Esq. Invoice No. 1637 – Council reviewed the invoice for services from December 28, 2022 through January 23, 2023 for assistance with the Zoning Hearing Board and the Millersburg Area School District's hearing. Motion by CI'm Campisi, seconded by CI'm Hoffman to approve paying the invoice for \$1,163.39. Motion carried with yes votes from CI'ms Campisi, Dietz, Hoffman, Hoke and Snyder.

**Communications** – All CI'ms received the listing. There was nothing requiring Council action.

### **Organization Reports**

Upper Dauphin COG – President Dietz reported that the next meeting will be hosted by Wayne Township on March 16. The speaker will be someone from Dauphin County Elections Bureau.

Millersburg Planning Commission – There was no March meeting. Karen Zaporozec provided information on Lifeline Pregnancy Center's building project, for informational purposes only.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – A brunch was held recently with Fire Company, Township and Borough officials. CI'm Snyder will thank the Fire Company on the Borough's behalf for holding this event.

Millersburg Area Authority – February 6, 2023 meeting minutes were provided to all CI'ms.

Dauphin County Tax Collection Committee – The Committee will meet on March 22.

Millersburg Ferry Boat Association – The 2023 rates and meeting minutes from September 2022 through January 2023 were provided to all CI'ms.

Dauphin Lebanon County Boroughs Association – No report.

Zoning Hearing Board – There is a vacant alternate position.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Borough Safety Committee – Manager Whitall reported one injury; pending investigation.

### **Garden Committee**

- Penn State Health Memo of Understanding – Council directed Manager Whitall to have Solicitor Kerwin review this. Invoices would be forwarded to Penn State Health for payment. The matter was then tabled until the March 22<sup>nd</sup> meeting.
- Appointment of New Member – Motion by CI'm Campisi, seconded by CI'm Hoffman to appoint Linda Johnson to the Garden Committee. Motion carried.
- Work Days – Upcoming work days will be March 18, April 1 and April 3.

The meeting was recessed to the Call of the Chair at 9:40PM.

Respectfully submitted,  
Ann Bowman Jackson  
Borough Secretary