

**Millersburg Borough Council  
Council Chambers  
April 12, 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** – Drew Getz and Morgan Behrendt, MAHS students

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

**Public Works Crew Leader Report**

- Utility Trailer – Council reviewed quotes from Hilly Ridge for \$4,975 and Tool Shed of America for \$5,499 for a 20’ long trailer. There would be additional costs for tags and title work. It would be parked in the Pine Street Garage. Council preferred that this be a Capital Improvement budget item for 2024. There was no motion to proceed.
- Street Sweeping went well. Mr. Hoffman would like to have the same model sweeper that we were given as a replacement this year, for next year. It was a larger piece, saved time and required a CDL license. It was suggested to change the daily sweeping times to 7AM to 5PM. Captain Gamez is to be notified about residents blowing debris into the street after the sweeper has gone through.
- Clean Up Day – Valley Waste will be providing the cans for April 22<sup>nd</sup>. There is one 15-year-old volunteer to assist; a waiver will be in place prior to the event.
- All Park restrooms are opened. There was vandalism in a Seal Park restroom recently. We need to have a pressure valve put in for the MYO restrooms. A reminder will go on Facebook regarding fires along the river front. The Fire Company will be asked to share.

**Public Comment** – None.

**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 March 31, 2023. Motion carried.

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

**Ruling on Stating the Reason for Calling Executive Sessions** – Council reviewed a Commonwealth Court ruling regarding stating the reason for entering into an executive session. President Dietz requested that we observe this ruling by being more mindful when the reason is entered into the record.

**Finance & Risk Management Committee**

**Certificate of Deposit** – Council reviewed CD rates as compiled by Secretary Jackson. Motion by CI’m Hoffman, seconded by CI’m Hoke to purchase a \$100,000 CD from the General Fund Reserve Account for 12 months at 4.95APY and a \$50,000 CD from the General Fund Checking Account for 6 months at 4.85APY. Motion carried with yes votes from CI’ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

**Parks & Recreation Committee**

**Pet Marker** – Council discussed putting in a memory stone marker to remember deceased pets, along the walkway in MYO Park. The purchase will not exceed \$75; vendor is Blessing & Light.

**Property Committee** – No report.

**Public Safety Committee**

Review of Quick Ticket Sample – Council reviewed the sample provided by Walt Boyer Promotional Items. Motion by Cl'm Snyder, seconded by Cl'm Campisi to approve ordering 50 books of 25 each. Motion carried with yes votes from Cl' ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

Central Square Invoice – Council directed that the annual invoice we received is to be paid at the prorated amount through whatever date we are finished using the program. Ms. Smith Witmer is to confirm that date with MIS.

**Streets Committee**

Golden Equipment Invoice No. 23-48925 - Street Sweeper Rental – Motion by Cl'm Hoffman, seconded by Cl'm Snyder to pay the invoice for \$2,650. Motion carried with yes votes from Cl' ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

Borough Ordinance No. 1-23 – Tow Away Zones – This ordinance amendment provides for Borough Council to establish a tow away zone by resolution, as it pertains to the Business Reserved Parking ordinance. Motion by Cl'm Snyder, seconded by Cl'm Campisi to adopt Borough Resolution No. 1-23. Motion carried.

Facility Use Agreement – MAWT Cherry Blossom Festival – The organization requests the use of Market Square and Veterans Parks, the Pine Street lot and Market Street from Pine to the Legion on May 6, 2023 from 6AM to 4PM to hold the annual Cherry Blossom Festival. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to approve the agreement as presented. Motion carried.

Facility Use Agreement – American Legion Memorial Day Parade – The organization requests the use of Market Square and various Borough streets on May 29, 2023 from 8AM to 11AM to hold the annual Memorial Day parade. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to approve the agreement as presented. Motion carried. The parade route and detour still need to be finalized.

**Employee Relations Committee**

Act 120 Certification – This matter was tabled.

Discuss Part-Time Municipal Services Position – Council agreed to not proceed at this time.

Executive Session – President Dietz called an executive session at 7:15PM to discuss Public Works Crew performance. Ms. Getz, Ms. Behrendt and Secretary Jackson left Council Chambers. The meeting was called back into regular session at 7:39PM, with Secretary Jackson returning to Council Chambers.

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

**Mayor's Report** – Mayor Bowman reported that the Coffee with a Cop event at Peace of Mind Café went well.

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

Pine Street Pipe Replacement Project Update – After completing an on-site inspection, Engineer Kevin Fox advised that replacing the pipe may not solve the issue. Solicitor Kerwin advised Manager Whitall to request a letter from Gannett Fleming stating their findings.

**Engineer's Report** – Nothing new to report.

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

### **Unfinished Business**

SK Lumber Invoice for Lumber for Picnic Tables – Motion by CI'm Hoffman, seconded by CI'm Snyder to pay the invoice for \$1,200. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

Community Garden Invoices Under Penn State Health Grant – Council reviewed the listing of invoices as prepared by Manager Whitall. Motion by CI'm Snyder, seconded by CI'm Hoffman to forward the list as presented to Penn State Health for payment. Motion carried.

Mbg. Planning Commission's Recommendation on 116/118 Pine Street – Council reviewed the Millersburg Planning Commission's recommendation regarding the property. Motion by CI'm Hoffman, seconded by CI'm Hoke to agree with the Millersburg Planning Commission's determination and to use an easement agreement between Millersburg Borough and the property owner and to require sidewalks along Pine Street. Motion carried. Solicitor Kerwin will be contacted regarding drafting the easement agreement.

### **New Business**

Wayne Township - Request to Join Joint Intermunicipal UCC Board of Appeals – Motion by CI'm Hoffman, seconded by CI'm Snyder to allow Wayne Township to join the Joint Intermunicipal UCC Board of Appeals. Motion carried.

PSAB Annual Conference Attendees – Mayor Bowman and Manager Whitall would like to register; the fee is \$250 per person. The cost of one registration is covered by a gift certificate. Secretary Jackson and Ms. Smith-Witmer would like to attend the awards luncheon; \$25 per person. Motion by CI'm Hoffman, seconded by CI'm Campisi to pay up to \$300 to cover the costs as presented. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

Guy Beneventano Invoice No. 1648 – Motion by CI'm Hoke, seconded by CI'm Snyder to pay the invoice for \$2,900.42 for services related to the Millersburg Area School District's hearing. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder. Council agreed to revise the Zoning Hearing Board Appeal fee for commercial projects.

Borough Resolution No. 23-05 - Sale of Police Ammunition – This resolution provides for the Borough to dispose of ammunition no longer needed. Motion by CI'm Campisi, seconded by CI'm Snyder to approve Borough Resolution No. 23-05. Motion carried.

Waste Services Vendor – The Borough's waste hauler was recently changed from Charles Fulkroad Disposal to Valley Waste. The reasons for changing as provided to Council were that Valley Waste would provide a larger sized dumpster, occasional extra bags would be taken free of charge, and courtesy pick up was offered following the July 4<sup>th</sup> fireworks event in Riverfront Park. Motion by CI'm Boyer, seconded by CI'm Hoke to have Manager Whitall discuss this matter with Charles Fulkroad and switch service back to them once all issues are satisfactorily resolved. Motion carried.

Local Vendor Policy – Council received the draft from March 2022 and directed Manager Whitall to revise the draft to include verbiage which will require Council approval for changing vendors. The revised draft will be reviewed at the April 26<sup>th</sup> Committee meeting.

Request for Sympathy Card – Cl'm Snyder requested that a sympathy card be sent to Fairlee Sechler upon the passing of her husband Bobby. Secretary Jackson will follow up.

Communications – All Cl'ms received the listing. There was nothing requiring Council action. Manager Whitall reported to the Council that the merger involving the Millersburg Area Ambulance Association fell through.

### **Organization Reports**

Upper Dauphin COG – President Dietz reported that the next meeting will be on June 15<sup>th</sup>; hosted by Jefferson Township.

Millersburg Planning Commission – The main topic was 116/18 Pine Street.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – January 10, 2023 and February 14, 2023 meeting minutes were provided to all Cl'ms.

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

Dauphin County Tax Collection Committee – A synopsis of the March 22, 2023 meeting was provided to all Cl'ms.

Millersburg Ferry Boat Association – February 9, 2023 meeting minutes were provided to all Cl'ms.

Dauphin Lebanon County Boroughs Association – Invitation to the April 25<sup>th</sup> meeting was provided to all Cl'ms. The guest presenter will speak on quality-of-life issues.

Zoning Hearing Board – Manager Whitall reiterated that there is a vacant alternate position.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Borough Safety Committee – Manager Whitall reported there will be a meeting on April 13<sup>th</sup> on lead-based paint. The safety shower will be relocated in the garage at 101 West Street.

Garden Committee – There is approximately \$800 remaining on the PSH grant and a \$400 credit due to the Borough from Beavertown Block. There is also \$1,500 within the Borough's General Fund designated for the garden. Manager Whitall estimated the cost of the fence to be \$2,100. Pending items are signage, the produce cart and the AARP mini grant.

The next meeting will be on April 26<sup>th</sup>. The meeting was recessed to the Call of the Chair at 8:52PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary