

**Millersburg Borough Committee of the Whole
Council Chambers
April 26, 2023 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 8:30pm. Cl’ms Hoffman, Campisi, and Hoch present. Mayor Bowman and Borough Manager Whitall were also present.

Guests – None.

Employee Relations

- Public Works Productivity
 - Manager Whitall shared steps taken to increase visibility on Public Works projects and task tracking.
 - Discussion ensued around giving time off to the crew during the week when there is a weekend event planned.
 - The Works Crew schedule should avoid missing deadlines but be flexible enough to meet needs.
- Part time Position
 - Brief discussion took place about the part time public works position hiring process.
 - The position will have set hours each week and include cleaning, closing up parks, and other general duties.
- Police Hiring Update
 - Cl’m Campisi provided an update on the PD hiring process for the second officer. Interviews have been conducted but no candidate has been selected yet.
 - Discussion took place around sponsoring a candidate to the police academy at HACC January 2024 if no one had been hired by August.

Finance/Risk Management

- Council reviewed a report provided by Shane Comp from Public Works on illicit activities taking place at MYO Park after hours. Discussion took place around the hiring of another police officer to help put a presence in the park after hours.
- Manager Whitall presented the most recent bill from the Zoning Hearing Board Solicitor with comments from Codes Office Karen Zaporozec. The Solicitor is fantastic, but too expensive for the fees set by the Borough. The Borough is eating several thousand dollars in costs.
- Manager Whitall was directed to create a Request for Proposal for a new ZHB Solicitor.

Parks

- The proposal for structural evaluation of the Grandstands was presented and found to be slightly less expensive as the cost to repair the roof.
- Manager Whitall was instructed to collect quotes for the project with specifications on how the repairs would be done.
- Follow up at the May Committee Meeting.

Property

- Brief discussion ensued regarding the Bowman Street Retention Pond and ownership of it.
- Manager Whitall was asked to reach out to Solicitor Kerwin regarding the dirt pile on the property.
- Manager Whitall reviewed a recent request for equipment by Public Works for elevated work. The purchase was supported by the Borough Safety Committee and added to the budget wish list for 2024.

Public Safety

- Manager Whitall informed Council of the upcoming NDHS Conversation on Homelessness and reviewed the detour route and safety concerns for the Cherry Blossom Festival.
- Mayor Bowman gave a brief recap of the EMA drill that took place recently. It was a valuable experience for all involved.
- Manager Whitall presented updates from a discussion with the Susquehanna Township Manager about their Trap/Neuter/Release Program and efforts to secure a partner for the Borough in its endeavor to start a TNR Program.

Streets

- Manager Whitall recounted a recent streets walk with Patrick Wright at LTAP.
- Mr. Wright was taken to Wert St. where he advised enforcing statutory rules regarding not parking within 30 feet of a stop sign and 20 feet of a crosswalk. Further, an area on Walborn was identified as additional parking for any displaced vehicles resulting from efforts to ease congestion on Wert St.
- Manager Whitall was asked to research whether or not a Land Development permit would be required to create a gravel parking area, check to see if the ordinance called for a stop sign at Wert, and schedule a stop sign study for the intersection if not.
- Councilman Hoffman reviewed the 2023 Street project and the prioritized list of streets for improvement in 2-3 years.
- Funding was discussed and Borough Manager Whitall was asked to reach out to DCED about the fees associated with the DCIBG loan.
- Manager Whitall reviewed the list of project ideas to be submitted to the WREP Advisory Committee.
- Manager Whitall reviewed the Waze Data Sharing Agreement provided by the Tri-County Planning Commission. Council advised no sensitive data would be shared and that the agreement could be signed.

Economic Development

- President Dietz advised that the 2023 Tourism Brochure was being printed and will hopefully be ready by Cherry Blossom Festival

Mayor

- Mayor Bowman reminded everyone about the PD Public Forum in May and informed them of the new Principal at the Middle School.

Meeting adjourned at 8:50pm.

Respectfully submitted,

James Whitall
Borough Manager