

**Millersburg Borough Council
Council Chambers
May 10, 2023 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 6:22PM with Cl’ms Campisi (joined remotely at 7:00PM), Hoffman, Hoke and Snyder (arrived at 7:35PM) 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 – Shane Comp, Rebecca Smith-Witmer, and MAHS students Brenna Bailey, Rafe Kitchen, Anastasia Reidinger, Christopher Roman-Cruz, Talia Yates

Approval of Minutes – Motion by Cl’m Snyder, seconded by Cl’m Hoffman to approve the minutes from the April 12 and 26, 2023 meetings as prepared. Motion carried.

Public Comment – None.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Campisi, seconded by Cl’m Hoffman to approve the report for the month ending April 30, 2023. Motion carried.

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

Employee Relations Committee – Cl’m Campisi reported that several employees have asked to discontinue their King’s Fitness memberships. She will be investigating available plans with the YMCA in Elizabethville.

Finance & Risk Management Committee – Secretary Jackson reminded Council that the auditors will be attending the May 24th meeting to present the 2022 financial statements.

Parks & Recreation Committee – President Dietz reported that the UDIDA gave \$5,000 towards the Borough’s Market Square Park Revitalization Project. DCNR should announce grant awards in July.

Property Committee – Cl’m Hoke reported that he would like to focus on remodeling the Police Department vestibule and one office, using in-house labor. He will review the work with Shane Comp. It was reported that the Millersburg Area Authority will be moving to their new location in August.

Streets Committee – Cl’m Hoffman reported that the bid packets for this year’s paving project will be ready by the end of May. This will be on the June 14th meeting agenda. There is activity on Bowman Street Lot #26 which is to be a retention pond. The Borough’s Engineer, Solicitor and Codes Enforcement Officer are aware and collaborating on this issue.

Economic Development Committee – President Dietz reported that the Cherry Blossom Festival went well.

Mayor’s Report

PSAB Conference – Mayor Bowman requested that the Borough pay for his lodging at Lancaster to attend the Pennsylvania State Mayors Annual Conference from July 20-23. The quoted rate is \$109 per night plus \$15 per day for parking. Motion by Cl’m Campisi, seconded by Cl’m Hoffman to approve the request for an amount not to exceed \$750. Motion carried with yes votes from Cl’ms Campisi, Dietz, Hoffman and Hoke.

Review of PSP Statistics – Mayor Bowman reviewed the year-to-date statistics.

MASD Groundbreaking – Mayor Bowman plans to attend the event on May 12th.

Manager’s Report – Manager Whitall’s written report was provided to all CI’ms and highlights were reviewed. Manager will be attending a presentation by Bonnie Kent at Camp Hebron on homelessness on May 11th. Possible projects for the Borough’s Gaming Grant application for 2023-2024 were discussed. The possibilities are replacement of base stations and radios for Emergency Management; Tanner’s Run flooding remediation; and ADA ramps for the Route 147 project. These will be discussed further at the May 24th Committee of the Whole meeting.

Code Enforcement Officer’s Report – Written report was provided to all CI’ms. Motion by CI’m Hoke, seconded by CI’m Campisi to authorize Karen Zaporozec to cite the property owners of 111 North Street and 552 Center Street for stated violations. Motion carried.

Unfinished Business

Review/Comments on MASD Revised Traffic Study/Land Development Plan – Solicitor Kerwin will be asked to review the traffic study data and the street vacation as prepared by the School’s solicitor.

Review Planning Commission Recommendation/Sign Land Development Plan - 116/118 Pine Street – Council reviewed the Millersburg Planning Commission’s letter dated May 4, 2023. Motion by CI’m Hoke, seconded by CI’m Snyder to approve the recommendations in the letter as presented. Motion carried. Council reviewed additional documentation provided. Language is to be added to the Easement Agreement stating that the Grantee will be responsible for all maintenance from the property line and including the easement portion. Motion by CI’m Campisi, seconded by CI’m Hoke to authorize President Dietz to sign the Easement Agreement with the amended language. Motion carried.

Community Garden Grand Opening – MYO Park – CI’m Campisi reported that the event is set for June 17th. The event will be a fund-raiser for the garden project. Vendors will be invited; non-profits will be at no charge and for-profits will be charged. Secretary Jackson was directed to contact the MYO pavilion renters who are on the schedule for both June 17th and June 24th (rain date) to advise them of the Borough’s event. Manager Whitall was directed to get clarification from DST regarding using the Borough’s blanket coverage or requiring proof of liability coverage from individual vendors. Public Works Crew will be asked to sketch out the electrical outlets and assess the capacity. CI’m Campisi will consult with Cpt. Gamez regarding parking cars.

The High School students left the meeting at this time.

New Business

Upper Paxton Township Invoice for Road Salt – Council reviewed the invoice for \$2,190.96 for salt for the past season. Motion by CI’m Hoke, seconded by CI’m Campisi to pay the invoice as presented. Motion carried with yes votes from CI’ms Campisi, Dietz, Hoffman and Hoke.

Facility Use Agreement - Grace United Methodist Church - Community Appreciation Day – The applicant requests the closure of Center Street from the New Life Center to Race Street on June 24, 2023 from 9AM to 3PM for a Community Appreciation Day. Motion by CI’m Hoffman, seconded by CI’m Campisi to approve the agreement as presented and to waive the user fee. Motion carried.

Facility Use Agreement - Hillside Christian Fellowship - Regional Worship Night – The applicant requests the use of Market Square Park on June 25, 2023 from 4PM to 6PM for a Regional Worship Night. Motion by CI’m Hoffman, seconded by CI’m Campisi to approve the agreement with a \$75 rental fee for the gazebo, contingent upon Cpt. Gamez’s approval of the public safety plan. Motion carried.

Facility Use Agreement - Music Festival – This matter was tabled until the May 24th Council meeting.

Federal Surplus Property Program Authorized Representatives – Cl'm Hoke, EMC Grimm and EMC Deputy Brabits are currently authorized to make purchases under the Borough's name. Motion by Cl'm Campisi, seconded by Cl'm Hoke to add Cpt. Gamez and Borough Manager Whitall. Motion carried.

Atlantic Tactical Invoice No. 80801934 – Council reviewed the invoice for body armor for Cpt. Gamez. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to pay the invoice for \$1,345.32 as presented. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman and Hoke.

Millersburg Ambulance Service – President Dietz reported that the merger has been rescinded. Council would like to request specific financial data in order to be more informed. Further discussion was tabled until the May 24th Committee of the Whole meeting.

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

Organization Reports

Millersburg Fire Company – March 14, 2023 meeting minutes were provided to all Cl'ms.

Millersburg Area Authority – April 3, 2023 meeting minutes were provided to all Cl'ms.

The next meeting will be on May 24th. The meeting was recessed to the Call of the Chair at 9:02PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary