

**Millersburg Borough Council
Council Chambers
June 14, 2023 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 6:05PM with Cl'ms Boyer, Campisi (joined remotely at 6:25PM), Hoffman (arrived at 7:20PM), 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 – John Hoffman, Dan Troutman, MASD, Bob Coleman, John Orr & Robert Stoner, Upper Paxton Township Supervisors, Tim & Karen Travitz, Matthew Kratz

Public Comment

President Dietz recognized Dan Troutman who was present to discuss the basketball court situation. The option of converting the tennis court outside the Johnson Memorial Library into half tennis/half basketball court is not feasible. The School Board is still looking for an alternate location. Opening the Johnson Gym is not an option due to maintenance on the floors and teams already using that space. The School Board is asking for a conversation with the Little League organization. President Dietz responded that the Borough is open to discussion but this project is not in the Borough's spending plan. A location needs to be determined first and this will take some time. Additionally, Mr. Troutman thanked the Council for their support in co-sponsoring another Gaming Grant.

President Dietz next recognized the three Upper Paxton Township supervisors and Mr. Kratz, from Emergency Health Services Federation. Cl'm Snyder led a discussion regarding the future of EMS services for Borough and Township residents. Staffing, dispatching, answering calls, billing and receivables were discussed, as well as precedence for an over-all administrative EMS, an EMS hub and municipal buy-out scenarios. There is an upcoming meeting for a UDCOG sub-committee to review this matter in depth. Mr. Kratz will have more detailed statistics for the upcoming meeting.

Mr. Troutman, Mr. Coleman, Mr. Orr, Mr. Stoner, Mr. & Mrs. Travitz and Mr. Kratz left the meeting.

Public Works Crew Leader Report – Mr. Hoffman reviewed his report with Council and gave updates. Grosser's will be hauling the debris pile from Riverfront Park. Trees needing trimmed will need to be re-marked. Two additional sets of speed lines will be painted, at Cpt. Gamez's request. Curb painting and crosswalk work will be done. The DEF filter system (exhaust/emissions) needs to be replaced on the 2017 truck. Music in the Park will move into MYO Pavilion #1 in the event of rain. The garden shed will be finished for the Garden Grand Opening on June 17th.

Employee Relations Committee

President Dietz called an executive session at 7:30PM for Council to discuss boundaries with employees' time, job duties and communications for time out of the office. Manager Whitall and Secretary Jackson left Council Chambers part-way through the executive session. The meeting was called back into regular session at 8:20PM with Manager Whitall and Secretary Jackson returning to Council Chambers. President Dietz directed Manager Whitall to provide Council with an addendum to the Manager's Report at each Committee of the Whole meeting, with tasks prioritized.

Cl'm Campisi signed off from the meeting at 8:18PM.

Approval of Minutes – Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve the minutes from the May 10 and May 24, 2023 meetings as prepared. Motion carried.

Public Safety Committee

Borough Ordinance No. 2-23 – Quick Ticket Amendment – Formal Adoption – This ordinance amends Borough Ordinance No. 2-22 and clarifies language in Section 4 – Quick Ticket Disposition. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to adopt Borough Ordinance No. 2-23. Motion carried.

Gaming Grant Public Safety Equipment – Cl'm Snyder reviewed the status of the radio upgrade project, the tracker, cameras and non-lethals and gave his prioritization. Due to being able to acquire some of these items this year and planning to budget for the radios for 2024, he does not recommend this category as a possibility for the Gaming Grant. Cl'm Snyder left the meeting following his Committee report.

Financial Reports – Council reviewed the Financial Report. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the report for the month ending May 31, 2023. Motion carried.

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

Finance & Risk Management Committee

Approval of 2022 Financial Statements & Legal Notice – Council received final copies of the 2022 Financial Statements. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the financial statements for year 2022 and to place the required audit notice in the Citizen Standard. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

Parks & Recreation Committee

Facility Use Agreement – Peace of Mind Café Music in the Park – The organizer requests the use of MYO Park Pavilions 1, 2 and 3 on June 16, July 14 and August 11, 2023 for concerts in the Park. Special requirements were reviewed. The proper certificates of insurance have been received. Motion by Cl'm Boyer, seconded by Cl'm Hoffman to approve the agreement with a user fee of \$100. Motion carried.

Facility Use Agreement – Millersburg Fire Company Fireworks Celebration – The organizer requests the use of Riverfront and MYO Parks and River Street from 9AM to midnight on June 30, 2023 for a concert, festival and fireworks display. Special requirements were reviewed. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the agreement with no user fee contingent upon receiving the appropriate certificates of insurance. Motion carried.

Market Square Park Renovations Project – Gazebo Discussion – President Dietz reported that in order to receive DCNR grant funds, ADA accessibility is needed for the gazebo. DCNR has given an extension until July 10th to resolve this issue. Council discussed ramps and lifts. Motion by Cl'm Boyer, seconded by Cl'm Hoffman to ask YSM to design and price out lift and platform options; said work not to exceed \$5,000. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke. It is anticipated that this modification to the project will add \$20,000-\$30,000, which will require securing additional funding. President Dietz thanked Manager Whitall for writing the DCNR grant application.

Property Committee

Sunbury Motors Estimate - 2017 Truck Repair – Council reviewed the estimate from Sunbury Motors for replacement of the DEF filter for \$5,000.03. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve the work, and to pay for it using excess funds in the street sweeping and salt/anti-skid line items of the budget. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

Streets Committee

Streets Project Bid Packet Approval – Council reviewed the document. Streets to receive work are Ridgewood, Walborn Lane at Bowman Street, East Union Street and Plum Street between Walnut and Race Streets as an alternate. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the bid packet as prepared by Gannett Fleming. Motion carried.

Facility Use Agreement – Korner Kollektibles Sip & Shop Events – The applicant requests the use of the sidewalk in front of 267 Market Street on June 16 and 17 and September 15 and 16, 2023 for Sip and Shop events. The special requirements were reviewed. The appropriate certificates of insurance have been received. Motion to approve the agreement as presented with a \$50 user fee. Motion carried. Cl'm Hoffman abstained due to the applicant being his relative.

Economic Development Committee – No report.

Mayor's Report – Mayor Bowman directed Cl'ms attention to the UCR statistical report. Work is still ongoing with interviews of candidates. A second officer will equal more coverage which will equal more safety.

Manager's Report – Written report was distributed to all Cl'ms. Positive feedback on recent community events was reported. Two more movie titles need to be selected. The licensing will be covered by the 2022 Tourism grant. We will receive an additional \$2,000 as a 2023 award. President Dietz directed Manager Whitall to get a definition of “start” regarding the DCED grant for the Market Square Revitalization Project. Penn State Health will be giving the Borough \$2,600 to purchase a refrigerator for the produce which will be harvested from the Community Garden. Manager Whitall will be meeting with George Conner from DCED. Cl'm Hoke directed Manager Whitall to pursue the Safe Routes to School grant program with reference to the Route 147 and MASD construction projects, focusing on walkability, crosswalks and Seal Park pathways. President Dietz directed Manager Whitall to confirm with PennDot the \$106,000 in funding.

Update on Hillside Christian Fellowship - Regional Worship Night – Manager Whitall reported that Hillside now wants to remain in Market Square Park for this event, rather than moving to Veterans Park. Hillside will provide the necessary crossing guards to ensure pedestrian safety. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the request to move back to Market Square Park and to charge the \$75 fee. Motion carried.

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

Unfinished Business

MASD Land Development Plan – Invoice for Fees – Manager Whitall reported to the Council that the Borough can invoice the Millersburg Area School District for Zoning Hearing Board Solicitor and Engineer fees incurred with the School's building project. The invoice is to reflect money already paid by the School.

MASD PLGIT Escrow Agreement – This agreement provides for the School to obtain funding through PLGIT, some of which will be held in escrow to ensure proper installation of the stormwater system. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to tentatively approve the PLGIT Line of Credit Agreement pending completion of the amounts and review and approval by Solicitor. Motion carried.

New Business

Borough Resolution No. 23-07 - TISIP Grant – This resolution authorizes the filing of an application for a Transportation Infrastructure Safety Improvement Program Grant. The projects are the intersection of Race and Center Streets and Race Street between Plum and Pine Streets. The grant covers 75% of the project costs (\$277,000) and the Borough's responsibility is the remaining 25% (\$92,000), which would be budgeted for under Liquid Fuels for 2024. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve Borough

Resolution No. 23-07 as presented. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

Borough Resolution No. 23-08 – MASD Gaming Grant Co-Sponsorship – This resolution supports the Millersburg Area School District's application for safety upgrades. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve Borough Resolution No. 23-08 as presented. Motion carried.

Gannett Fleming Invoice No. 23456 – Council reviewed the latest invoice for engineering fees for the 2023 paving project. Motion by Cl'm, Hoffman, seconded by Cl'm Hoke to pay the invoice for \$4,131 to Gannett Fleming as presented. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

AARP Memo of Understanding – Council reviewed the MOU as presented and expressed concerns about Manager Whitall's assessment of the Borough's ability to fulfill all the requirements. The Public Works Crew must tend to their everyday work load and Council directed that a volunteer day/s be scheduled to complete the required tasks. Motion by Cl'm Hoffman, seconded by Cl'm Boyer to approve the AARP MOU for President Dietz's signature. Motion carried.

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

Organization Reports

Upper Dauphin COG – Will meet next on June 15th at Carsonville Fire House.

Millersburg Planning Commission – April 5, 2023 meeting minutes were provided to all Cl'ms.

Millersburg Area Pool Association – No report.

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

Millersburg Area Authority – May 1, 2023 meeting minutes were provided to all Cl'ms.

Dauphin County Tax Collection Committee – May 17, 2023 meeting synopsis was provided to all Cl'ms.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – No report.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Borough Safety Committee – No report.

Garden Committee – No report.

The next meeting will be on June 28th. The meeting was recessed to the Call of the Chair at 10:10PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary