

Millersburg Borough Council Minutes
March 11, 2020
Millersburg Borough Council Chambers

Call to Order – President Dietz called the Council meeting to order at 7:06PM with Cl'ms Boyer, Hoke, Ibberson and Snyder present. Borough Manager Kayla Buker and Borough Secretary Ann Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Lyndsey Sturkey, Executive Director, Habit for Humanity; Elizabeth Shedlock, Manager, Johnson Memorial Library

Approval of Minutes – Motion by Cl'm Snyder, seconded by Cl'm Hoke to approve the minutes from the February 12 and February 26, 2020 meetings as presented. Motion carried.

Engineer's Report - Virginia Thornton, from Gannett Fleming, reported on the following:

Swinging Bridge Assessment – Council reviewed a proposal from GF for them to provide a visual inspection of the current condition of the bridge and a written report. Secretary Jackson will forward the report from the previous review to Ms. Thornton. The matter was then tabled.

Welcome Center – FEMA is requiring corrective action to the building due to the floor being two and one half feet in the flood zone. GF will continue to search for options and will provide estimates to remedy this issue.

2020 Paving Project – Council reviewed the possible projects and chose to focus on Gerhart Street and North Street between Church Street and the High School. Motion by Cl'm Boyer, seconded by Cl'm Ibberson to request that the scope of work be put out for bid for paving of Gerhart and North Streets as outlined; advertising dates to be determined; April 8 bid opening. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoke, Ibberson and Snyder.

ADA Upgrades to Municipal Building – GF will be preparing the bid package for this project.

Public Comment

President Dietz recognized Lyndsey Sturkey, Executive Director for Habitat for Humanity. Ms. Sturkey advised Council that Habitat for Humanity has funding available to property owners who are required to make repairs so that they are in compliance with the Borough's property maintenance ordinance. Motion by Cl'm Snyder, seconded by Cl'm Hoke to refer Borough property owners who have property maintenance code violations to Habitat for Humanity for guidance and to supply flyers on the program to the general public. Motion carried.

Ms. Thornton left the meeting.

President Dietz next recognized Elizabeth Shedlock. Ms. Shedlock was in attendance so that she could introduce herself to Borough officials. She is the Manager of both Johnson Memorial and Northern Dauphin branches of the Dauphin County Library System.

Ms. Sturkey and Ms. Shedlock left the meeting.

Financial Reports – Council reviewed the Financial Report. Motion by Cl'm Hoke, seconded by Cl'm Ibberson to accept the Financial Report as presented. Motion carried. The Capital Improvement report was

also reviewed. Motion by Cl'm Hoch, seconded by Cl'm Snyder to approve the Check Detail Report as presented. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoke, Ibberson and Snyder.

Committee Reports

Employee Relations

Corona Virus Update – President Dietz updated Council with recommendations. Any employee with any flu-like symptoms is to use sick leave and stay home. Manager Buker and Secretary Jackson were directed to discuss guidelines with Authority Manager McCarron and to have them post the front doors with recommendations to pay water/sewer bills on-line, to use the drop box outside the building, and to ask for receipts to be mailed. Public Works crew is to wipe down high traffic areas several times a day. Police will be consulted to ask if they need any additional supplies or other support. Solicitor Kerwin will be consulted to see if phone-in votes are permissible, if there is no quorum present for conducting business at Council meetings.

Hepatitis B Vaccinations – Public Works Employees – Chairman Snyder reported that the police should get blood tests to assess the effectiveness of their previous shots. Cpl. Wise has had the blood test, is due for his booster, and is scheduled to receive. Ptl. Trego will have his assessment in May. Motion by Cl'm Snyder, seconded by Cl'm Ibberson to offer the Hepatitis B vaccine to all four Public Works employees, to be paid for by the employer. The offer is to be communicated via letter which shall be signed by the employee indicating desire to receive or decline the vaccination. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoke, Ibberson and Snyder.

Garage Office Construction – Cl'm Snyder reported that he has a materials list totaling \$1,700. This was tabled until the Committee meeting.

Additional Hours for Secretary Jackson – Cl'm Boyer reported that Secretary Jackson would like to continue to be allowed up to ten additional hours per pay period as she assists Manager Buker with becoming acclimated to the Manager's position. Motion by Cl'm Boyer, seconded by Cl'm Hoke to grant Secretary Jackson the option of an additional one hour per day at her current rate of pay for the next 90 days. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoke, Ibberson and Snyder.

Finance and Risk Management.

2019 Audit Report – Secretary Jackson reported that JH Williams conducted their on-site audit on March 5 and 6 and that it went very well. Council agreed to invite them to attend the June 24 Committee meeting to do their presentation of the audit documents. Secretary Jackson encouraged all Council members to file their Financial Interest Statements, so that they are always available for the auditors' review.

Parks and Recreation

MYO Park Renovations Project - Award of Bid – President Dietz reviewed the bid summary from YSM Landscape Architects. There were seven bidders for the project. Low bidder was Matthews Construction Services, LLC, at \$399,655.11. Council chose to remove the wood guiderail from the project at \$7,600. The shortfall that the Borough will need to cover ranges from \$46,000 to \$67,000. Motion by Cl'm Boyer, seconded by Cl'm Hoke to award the project to Matthews Construction for the base bid of \$399,655.11 less \$7,600, totaling \$392,055.11 and to investigate costs for project oversight and electric to the overlook and canal house; unforeseen costs to be dealt with as they arise; shortfall in funding to be covered by an amount yet to be determined loan. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoke, Ibberson and Snyder.

MYO Compost Site Gate Update – Chairman Boyer reported that the cement pad is to be done next week.

Facility Use Agreement – Catfish Tournament - Keith Casey and Ken Miler request the use of MYO Park on July 18 and 19 for check-in and weigh-in stations for a catfish tournament. The usual insurance requirement and user fee would be waived. Motion by Cl'm Hoke, seconded by Cl'm Snyder to approve the agreement as presented. Motion carried.

Facility Use Agreement – Little League Baseball – Millersburg Little League requests the use of MYO Park and the swimming pool field from April 1 through October 31 for baseball practices and games. The user fee would be waived. The certificate of insurance has been received. Special requirements were reviewed. Motion by Cl'm Snyder, seconded by Cl'm Hoke to approve the agreement as presented with the user fee being waived. Motion carried.

MYO Restrooms Mural Proposal – Ted Book, art teacher at MAHS, submitted a proposed mural for the MYO restrooms. The work would be done by art students and community volunteers. Council reviewed the submission. Motion by Cl'm Hoke, seconded by Cl'm Snyder to approve the proposal as presented. Motion carried. Secretary Jackson will notify Mr. Book.

Property

Public Works Truck Tires – Council reviewed the quotes for six new tires as submitted by Steve Jones. Four tires are needed for the 2011 truck; two tires are needed for the 2017 truck. Motion by Cl'm Hoke, seconded by Cl'm Snyder to approve the quote from Sunbury Motors for \$1,578 for six tires, mounting, balancing and disposal of old tires. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoke, Ibberson and Snyder.

Fountain Repair by Houck's – Secretary Jackson reported that Houck's is scheduled to come to do the fountain repair. The repair work will include a light overall cleaning.

MIS Invoice – Council reviewed the invoice for the new Public Works computer. Motion by Cl'm Ibberson, seconded by Cl'm Snyder to pay the invoice from MIS for \$1,464.98. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoke, Ibberson and Snyder.

Public Safety – Chairman Ibberson had nothing to report.

Streets

Center Street Erosion Control Project – Award of Bid – Council reviewed the bid tabulation as prepared by HRG. There were nine bids. Lobar Associates was the low bidder at \$193,318. Our award letter for a Gaming Grant indicates that we will receive \$161,121 towards this project. No action was taken and the matter was tabled.

Revised Handi-Capped Parking Space Application – Council reviewed the revised handicapped parking space application. Motion by Cl'm Snyder, seconded by Cl'm Ibberson to approve the revised application for use. Motion carried.

Economic Development – President Dietz had nothing to report.

Acting Manager's Report – Written report was provided to all Cl'ms. Jackson also updated Council on employees Martz and Sechler, both of whom have been hospitalized recently. She also reported on four insurance matters – a damaged parking meter head, an individual who fell in a pothole on Union Street, broken window panes in the Borough Building garage and a settled workers compensation claim.

Code Enforcement Report – Council reviewed the written report as submitted by Karen Zaporozec. Council requested that the report include pictures to help them understand some of the violations. The funding assistance program flyers from Habitat for Humanity will be forwarded to Ms. Zaporozec and she is

to see that Gilbert Troutman receives this information. President Dietz asked that 107 Market Street be added to the list of properties for her inspection.

Unfinished Business

Global Invoice – VFW’s Gaming Grant – Council reviewed the invoice for \$1,549.52. Motion by Cl’m Hoke, seconded by Cl’m Snyder to submit the invoice from Global to Dauphin County for reimbursement. Motion carried.

Rescheduling Spring Clean-Up Date – Council discussed Public Works crew members’ availability. The crew will be offered their choice between April 18 and April 25 and attendance will be mandatory. Secretary Jackson is to confirm the chosen date with Heim’s Disposal.

Return of Veterans Banners – Council briefly discussed the process that is to take place after Memorial Day this year. Borough Public Works employees will take the banners down, assisted by Upper Paxton Township employees and their lift for a maximum of two days per week. Ms. Mumma and Ms. Southard are to oversee contacting the sponsors and coordinating return of the banners to them.

New Business

Post Office Drop Boxes Relocation – The two drop boxes on Cherry Street behind the Post Office have been removed and one box has been placed on the sidewalk in front of the building. The box can only be accessed by walking up to it. Our PennDOT Municipal Representative had no objections to the relocation. Any individuals with complaints are to be referred to Misty Miller, Postmaster.

Daniel Miller House Tenant Complaint – Connie Deibler requested permission to do some painting. President Dietz inspected the areas and directed that our Public works crew paint both exterior doors and first floor window sills in an off-white. In an effort to address a recent parking issue, Council directed that four parking permits be issued for the parking area on the premises. These permits will be given to Ms. Deibler to give to her customers while they are there, to be returned upon their departure. Parking details will need to be included in the lease renewal scheduled for June 1.

Communications – All communications were made available to Cl’ms. Council discussed the PA Dept. of Auditor General’s Compliance Audit of Millersburg Fire Company No. 1 Fire Relief Association. There was a finding of “Non-Compliance with a Prior Audit Recommendation – Failure to Maintain a Complete and Accurate Equipment Roster”. President Dietz directed Secretary Jackson to send a letter to Fire Company President Jamie Etzweiler and Chief Snyder requesting their plan to address this finding. Also highlighted was an article in the Winter 2020 issue of Upper Paxton Township’s newsletter, in which they state that MYO Park Road will be worked on in the summer of 2020. President Dietz directed Secretary Jackson to ask Millersburg Area Authority what information they may have been given and to also contact Luann Zimmerman for any update.

Organization Reports

Upper Dauphin Industrial Development Authority Board Vacancy – Motion by Cl’m Snyder, seconded by Cl’m Hoke to appoint Alex Reber to the vacancy resulting from Harold Engle’s term ending, as long as there is no conflict of interest. Motion carried.

The next meeting will be March 25, 2020 at 7:00PM. The meeting was recessed to the call of the Chair at 11:25PM.

Respectfully submitted,
Ann Bowman Jackson
Borough Secretary