

**Millersburg Borough Council  
April 22, 2020 Meeting Minutes  
Webex Due to COVID-19 Concerns**

**Call to Order** – President Dietz welcomed everyone to the Council meeting and called the meeting back to order at 7:02PM with Cl’ms Boyer, Hoch, Hoke, Ibberson and Snyder present. Engineer Virginia Thornton, Mayor Ibberson, Borough Manager Kayla Buker and Secretary Ann Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

**Guests** – None.

**Unfinished Business**

**2020 Paving Project Bid Opening** – Ms. Thornton reported that four contractors requested the bid packets; one did not submit a bid. The Base Bid was for a base coat on Gerhart Street. There were four Alternates, including Gerhart Street overlay, Gerhart Street shoulder work, North Street limited base repair and resurfacing between Church and Seal Streets and between Seal Street and the High School. Manager Buker opened and announced each bid. President Dietz directed that all bids be scanned and emailed to Ms. Thornton and Solicitor Kerwin for review. Formal bid award is scheduled for the May 13<sup>th</sup> Council meeting. Ms. Thornton then left the meeting. President Dietz will check with Alvord Polk to get their timeline for moving out of their current facility.

**Project Gaps Funding Options** – Council had previously directed Secretary Jackson to obtain loan specifics to fund the combined shortfalls of the MYO Park Renovation Project and the Center Street Erosion Control Project (approximately \$121,000). Council reviewed proposals from Mid Penn and Riverview Banks for \$100,000 and \$125,000 loans. President Dietz directed Secretary Jackson and Manager Buker to contact Solicitor Kerwin to provide his opinion on whether or not the Borough is eligible for a tax-free loan to be put towards expenses for the two specified projects.

**Center Street Erosion Control Project Bid Award** – Council reviewed HRG’s communication in which they recommend awarding to Lobar Associates as the low bidder. Motion by Cl’m Hoke, seconded by Cl’m Hoch to award the project to Lobar Associates for \$193,318.00. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder. Additionally, President Dietz directed Manager Buker to confirm with HRG that we are in compliance with the grant requirements regarding submission of invoices. Secretary Jackson was directed to contact our PennDOT Municipal Services Representative to ask if any portion of the project could be paid for using Liquid Fuels funds.

**Daniel Miller House Lease Renewal** – The lease is set to renew on June 1, 2020. Council reviewed the updated lease which included new language which addresses the issuance of four parking passes to the tenant. Adding “during normal business hours” will clarify that the passes are intended for class attendees. Motion by Cl’m Snyder, seconded by Cl’m Boyer to approve the lease for the Daniel Miller House at \$75 per month, effective June 1, 2020, with said amendment to the parking section. Motion carried; Cl’m Hoke voted no. In order to move towards the market value for renting commercial space, Council also agreed to provide the current tenant with a tiered rental schedule by the end of this year.

**Public Works Crew Leader Position** – President Dietz called an executive session at 8:35PM for Council to discuss an employee relations matter. The meeting was called back into regular session at 9:15PM.

Dave's Garage Door Sales and Service Invoice – Council reviewed the invoice for repairs to the Pine Street garage door, which was recently damaged by one of the Borough trucks. Our \$500 insurance deductible applied and we have already received the remaining \$500 from EMC Insurance. Motion by Cl'm Hoke, seconded by Cl'm Hoch to approve the repair invoice for \$1,000 as presented. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoch, Hoke, Ibberson and Snyder.

**New Business** – None.

Motion to adjourn the meeting at 9:19PM by Cl'm Snyder; seconded by Cl'm Hoke. Motion carried.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary