

**Millersburg Borough Council
June 10, 2020 Meeting Minutes**

The meeting was held via WebEx Due to COVID-19 concerns.

Call to Order – President Dietz called the Council meeting to order at 7:08PM with Cl’ms Boyer, Hoke 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 – None.

Approval of Minutes – Motion by Cl’m Snyder seconded by Cl’m Boyer to approve the minutes from the May 13 and May 27, 2020 meetings as presented. Motion carried.

Public Comment – None.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Boyer, seconded by Cl’m Snyder to accept the Financial Report as presented. Motion carried. The Capital Improvement Report was also reviewed. Motion by Cl’m Hoke, seconded by Cl’m Snyder to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoke and Snyder.

Committee Reports

Employee Relations

Employee Manual Amendment – Medical Insurances Eligibility for Part-Timers – Chairman Snyder reported that he has incorporated the new language into the latest draft of the manual. Manual was emailed to all Councilmen. The draft will be forwarded to Manager Buker and Secretary Jackson, who were instructed to review and then forward to Solicitor Kerwin. Motion by Cl’m Snyder, seconded by Cl’m Hoke to approve the revised Employee Manual as long as Manager Buker, Secretary Jackson and Solicitor Kerwin have no recommended changes. Motion carried.

Cell Phone Upgrade for Public Works Crew Leader – Cl’m Snyder reported that no action is needed due to improved communication.

Borough Secretary Hours & Pay Rate – Motion by Cl’m Snyder, seconded by Cl’m Hoke to set July 4, 2020 as the last day for the extra hour per day and higher pay rate for Secretary Jackson. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoke and Snyder.

Finance and Risk Management

KMIT Report to Management – Manager Buker briefly reviewed the report with Council and stated that she will be cognizant of where we can improve. Buker will meet with Cl’m Snyder to discuss safety training and to review prior plans of action submitted to KMIT in order to assess our current status.

Liquid Fuels Certificate of Deposit – Council directed Secretary Jackson to get rates and terms for the June 24th Committee meeting.

Parks and Recreation

Report from Chairman – Cl’m Boyer reported that the parks are getting heavy use, especially Riverfront Park. Boyer would like a directive to be given to the police to monitor the campfires built by fishermen.

Also, boats and parking need to be monitored for compliance. It was reported that the trash receptacles in the parks were overflowing over the weekend. Manager Buker will contact Paul Martz to ask his availability to pull the trash at 4 and 8 PM on the weekends. Cl'm Snyder suggested looking into solar powered compactor trashcans. President Dietz asked if the recycling containers at Riverfront Park could be repainted a consistent color.

Compost Site Gate Update – The gate was installed today. President Dietz directed Manager Buker to post the new information on the Borough's Facebook page.

MYO Park Renovations Project – Council received photos and/or drawings of the pavilion/tower and two pieces of children's play equipment, along with the color choices. President Dietz directed Manager Buker to set up a conference call with Chuck Strodoski with YSM, Cl'm Dietz, Cl'm Boyer and Manager Buker.

Parks Restrooms Reopening – Manager Buker reported that the Welcome Center restrooms are opened to match Sweet Treat's hours. The deadbolts function only from the outside, and are not allowed to be locked from the inside as this is a safety issue. The Public Works employees are using a sprayer to disinfect. Manager Buker was directed to work up daily cleaning time estimates and supply estimates for the June 24th meeting.

Pavilion Rentals – Secretary Jackson requested direction regarding July pavilion rentals. Council agreed to open the restrooms for the rentals only and to amend the special COVID-19 agreement to reflect yellow and green phases maximum attendees of 25 and 250 respectively. The July 26th rental at MYO Park is to be rescheduled for Seal Park.

Property

Report from Chairman – Cl'm Hoke reported that Steve Jones reported a roof leak at the Daniel Miller house. The leak around an attic exhaust vent was repaired using roof sealant. Hoke also reported that he will tour the Daniel Miller house with Mr. Jones and photograph necessary repairs for discussion at budget time.

Gator Quotes – Cl'm Hoke reported that he got a quote from Hoffman's Outdoor for a 4-seater for \$19,261. Shreffler's Equipment quoted a 2-door and Land Pro Equipment did not respond to his request for a quote. To stay within the overall budgeted amount for the USDA grant, and due to the overage on the MYO compost site gate, we need to scale back on the cost of the Gator. Cl'm Hoke will ask the crew if they would prefer a 2-seater over a 4-seater or if they would rather give up the plow attachment. Manager Buker will contact USDA regarding the changes.

Borough Building Reopening/Socially Distant Public Meeting Policy – Council reviewed the policy as drafted by Manager Buker. President Dietz directed that the policy be dated June 11, 2020 and be released. Cl'm Hoke presented findings on the capacity of Council Chambers. Council's intent is to resume regular meetings in July. Hoke reported that there is room for nine officials and nine guests. The Borough building will remain closed until the July 8th Council meeting when the matter will be revisited.

Public Safety

Complaint Process Policy – Standard Operating Procedure – President Dietz directed that our Codes Enforcement Officer review the draft for her input and that this be put on the June 24th legislative session agenda.

Police Meeting – There will be a meeting on June 16th at 6:30 PM with Pt'l Trego, Cl'ms Boyer and Snyder and either Cl'm Dietz or Ibberson to discuss hiring a new full time officer at a rate higher than the amount specified in the current contract.

Streets

2020 Paving Project – President Dietz requested the paving dates. Manager Buker reported that Virginia Thornton sent New Enterprise’s performance and payments bonds to Solicitor Kerwin for review.

The Public Works crew has been doing weekly pothole assessment and patching.

An additional topic for the June 24th meeting will be parking meter reinstatement.

Economic Development – Chairman Dietz had nothing to report.

Manager’s Report – Written report was provided to all CI’ms. Additionally, Manager Buker reported:

- There are two vacant seats on the Zoning Hearing Board. The Borough’s website and Facebook page have been updated.
- She will be researching applying for a KMIT safety grant.
- The brick base around the flagpole at Seal Park was damaged while a Public Works employee was mowing. CI’m Snyder suggested Manager Buker document the incident for the employee’s file and issue an oral warning.
- The fire extinguishers were serviced today.
- The front door lock needs to be replaced.
- Spring Gate Winery inquired about holding a socially distant event in Riverfront Park.

Code Enforcement Report – Council reviewed the written report as submitted by Karen Zaporozec. There is a meeting scheduled for June 19th including Ms. Zaporozec, CI’m Boyer and Manager Buker to review property statuses.

Engineer’s Report – Written report was provided to all CI’ms.

101 West Street ADA Upgrades Project – Council received Gannett Fleming’s architect’s drawings of the restrooms, the plumbing and the ramps. We are required to have one more men’s and one more women’s restroom, but we may request leniency. Manager Buker and CI’ms Hoke and Boyer will have a group discussion and review of drawings with the architect. Motion by CI’m Snyder, seconded by CI’m Hoke to approve the documents to be released for bids to be requested, based upon the outcome of the discussion and review with the architect. Motion carried.

Unfinished Business

HRG Invoice – Center Street Flood & Erosion Control Project – Council reviewed the latest invoice for \$400. Motion by CI’m Hoke, seconded by CI’m Snyder to forward the invoice to Dauphin County for payment. Motion carried.

Clean Up Day Rescheduled Date – Motion by CI’m Hoke, seconded by CI’m Snyder to set Clean Up Day for July 18th from 7AM until the bins are full and to give approval to Manager Buker and Secretary Jackson to secure the bins; we are not accepting tires. Motion carried with yes votes from CI’ms Boyer, Dietz, Hoke and Snyder.

Council Vacancy Letter of Interest – Council reviewed a letter of interest from Alan D. Bowman. Manager Buker verified that Mr. Bowman is an active registered voter. Motion by CI’m Hoke, seconded by CI’m Snyder to approve the appointment of Alan Bowman; term to end December 31, 2021. Motion carried.

Bicycles to Refurbish – Cl'm Snyder reported that he and Mr. Himmelreich inspected the bikes stored at the Pine Street garage and that there were no children's bikes among them. The adult bikes will be disposed of.

Center Street Erosion and Flood Control Project – June 11th from 2-3PM will be a Kick Off Preconstruction virtual meeting with Chad Gladfelter from HRG.

New Business

Open Container – Council discussed temporarily relaxing current restrictions, but ultimately agreed to make no changes.

Alternative Restaurant Seating – Cpl. Wise suggested partial street closures. Council took no action since all of the restaurants have outside seating.

Zoning Hearing Board Vacancies – It was reported that an individual expressed interest but has not submitted anything to date.

Communications – All communications were made available to Cl'ms. There was nothing requiring Council action.

Organization Reports

Millersburg Planning Commission – Manager Buker reported that there was no quorum.

Ferry Boat Board Association – President Dietz reported that Facebook announced that one ferry will be going in the water on June 14th.

Next Meeting – President Dietz announced that the Council will meet next on June 24th.

The meeting was recessed to the Call of the Chair at 9:55PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary