

Millersburg Borough Council
June 24, 2020 Meeting Minutes

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

Call to Order – President Dietz called the meeting back to order at 7:00PM with Cl’ms Bowman, Boyer, Hoke, Ibberson and Snyder present. 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.

President Dietz welcomed new Cl’m Alan Bowman to Council.

Guests – Philip Leer, Gary Lenker, Tri-County HDC, David Straub and Joseph Gurnari, J.H. Williams & Company

President Dietz recognized Philip Leer who attended to hear Mr. Lenker’s presentation.

President Dietz recognized Joseph Gurnari and David Straub, Borough auditors, with J.H. Williams. Mr. Straub and Mr. Gurnari reviewed the 2019 draft Financial Statements with Council. The audit was performed in March and there were no findings. Motion by Cl’m Hoke, seconded by Cl’m Snyder to accept the audit report as presented and to place the appropriate notice in the Upper Dauphin Sentinel. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke, Ibberson and Snyder. President Dietz thanked Mr. Straub and Mr. Gurnari and both gentlemen then left the meeting.

President Dietz recognized Gary Lenker who conducted a presentation on Tri-County HDC. Their mission is “to promote and develop affordable housing for low and moderate income individuals and families”. Following Mr. Lenker's presentation, Council agreed to compile a list of blighted properties within the Borough, to be forwarded to Mr. Lenker for his review and consideration. President Dietz thanked Mr. Lenker for his presentation and Mr. Lenker then left the meeting

Unfinished Business

Parks Restrooms Reopening – Manager Buker reported on the time required and supplies needed for additional openings. With Crew Leader Steve Jones leaving employment, manpower could be a challenge. Manager Buker will ask part-timer Paul Martz his availability. Council agreed to open Seal Park restrooms Monday through Friday and to clean twice per day if needed. Manager Buker will see that signs are posted at the restrooms and that notice is put out on the Borough’s website and Facebook page.

Fireworks – Cl’ms received notice of a private citizen planning a fireworks display from a privately owned island on July 3rd. In order to protect attendees in Riverfront Park, Council agreed to place barricades at the intersections of River and Congress Streets, River and Center Streets, River and North Streets and Front and Moore Streets. The barricades will be put alongside the street, with direction to put them in place if it becomes necessary. Restrooms at MYO Park and the Welcome Center will be open. Manager Buker is to ask for one Public Works employee to work 6-12PM and she is to advise Mr. Martz that clean up on Saturday will be a long day.

Complaint Process Policy – Standard Operating Procedure – Council reviewed the revised policy which includes language regarding the Borough’s Codes Enforcement Officer’s role. Motion by Cl’m Snyder, seconded by Cl’m Hoke to approve the policy. Motion carried.

Parking Meter Enforcement Reinstitution – Meter enforcement was suspended March 17, 2020. Motion by Cl’m Snyder, seconded by Cl’m Bowman to reinstitute parking meter enforcement Monday through Friday, beginning July 6, 2020, and as recommended by Police Department Administrator and Borough Secretary, to

extend additional time to all permit holders who lost time during the period of non-enforcement, by the same number of days. Motion carried.

New Business

Grosser's Invoice – Council reviewed Grosser's invoice for \$2,920 for cleaning the riverfront. Motion by Cl'm Boyer, seconded by Cl'm Hoke to pay the invoice as presented. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoke, Ibberson and Snyder.

Steve Jones Resignation – Council reviewed Mr. Jones' letter of resignation. Motion by Cl'm Hoke, seconded by Cl'm Snyder to accept Mr. Jones' resignation and to have Manager Buker send him a letter of thanks for his service. Motion carried. At President Deitz's direction, Manager Buker will collaborate with the Public Works employees twice daily to do a work schedule review. She was also directed to advise Mr. Hoy and Mr. Smith that Council will be posting the open position and that they can apply.

Public Works Crew Leader Ad – Motion by Cl'm Snyder, seconded by Cl'm Hoke to place the Help Wanted notice in the Upper Dauphin Sentinel for publication on June 30th and June 7th, with a deadline of July 10th to submit resumes. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoke, Ibberson and Snyder. Cl'ms Snyder, Bowman and Hoke and Manager Buker will review all resumes on July 14th at 6PM. Interviews will be scheduled July 16-21 with the intent to vote on a candidate on July 22nd.

Walnut Street Sinkhole – Manager Buker reported that a sinkhole was discovered at Walnut and Plum Streets (the 100 block of Walnut Street) on June 19th. A steel plate has been placed over it for now. The Public Works crew and a Millersburg Area Authority employee videoed the area. The sinkhole appears to be the result of a failing storm water pipe. Council directed Manager Buker to contact Mr. Rehab to get quotes for videoing and repair/replacement of the pipe for review at the July 8th meeting.

Motion to adjourn the meeting at 9:10PM by Cl'm Snyder; seconded by Cl'm Hoke. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary