

MILLERSBURG BOROUGH COUNCIL
December 9, 2020
Via Webex

Call To Order—President Dietz called the Council meeting to order at 7:00 p.m. with Cl'ms Bowman, Boyer, Ibberson, Hoke, and Snyder in attendance. Mayor Ibberson and Borough Manager Buker were also in attendance. The invocation was given by President Dietz, followed by the pledge of allegiance.

Guests—No guests were in attendance.

Approval of Minutes— Motion by Cl'm Bowman, seconded by Cl'm Hoke to approve the minutes from the November 10 and November 24, 2020 meetings as presented. Motion carried.

Public Comment— No public comments were made.

Financial Reports— Council reviewed the financial reports. Motion by Cl'm Snyder, seconded by Cl'm Boyer to accept the financial report as presented. Motion carried. Council reviewed the check detail reports. Motion by Cl'm Bowman, seconded by Cl'm Snyder to accept the check detail report as present. Motion carried with yes votes from Cl'm Bowman, Boyer, Dietz, Hoke, Ibberson, and Snyder.

Committee Reports—
Employee Relations—

An executive session was called at 7:07 p.m. to discuss an employee matter.
Regular session resumed at 7:33 p.m.

Cl'm Hoke made the following motion—

To pay Borough employees their regular hourly rate or salary, until the next meeting (January 13) while the COVID-19 guidelines are redrafted, while the employee is quarantining following COVID-19 exposure or the development of symptoms in line with COVID-19 while pending test results. In the event that a test result is positive, the employee will be frontloaded 80 hours of sick leave. If the test comes back negative and while following all doctors' orders, they are to either return to work or begin using their own accrued leave, unless they are cohabitating with someone who has tested positive in which case they are to remain at home until that individual is cleared to return.

Seconded by Cl'm Boyer.

Motion carried unanimously.

Manager Buker was directed to keep track of all hours used for this in the event that a second round of CARES funding comes available.

Manager Buker provided an update – Cl'm Brian Hoch and his family were sent a congratulatory card on the birth of a new baby, and the employees who were feeling unwell were sent get well cards.

Finance and Risk Management—

Cl'm Bowman moved to adopt the following 2021 Budgets
-General Budget in the amount of \$1,138,697.70
-Capital Improvement in the amount of \$25,300.00

-Liquid Fuels in the amount of \$118,972.00

Cl'm Boyer seconded the motion. The motion passed with yes votes from Cl'm Bowman, Boyer, Hoke, Ibberson, and Snyder. Cl'm Dietz voted no.

Cl'm Bowman moved to adopt Borough Ordinance No. 3-20—2021 Tax Levies, seconded by Cl'm Boyer. The motion passed with yes votes from Cl'm Bowman, Boyer, Hoke, Ibberson, and Snyder. Cl'm Dietz voted no.

Resolution No. 20-05—The 2021 Fee Schedule came up for discussion prior to a vote. Manager Buker highlighted the alterations in language and requested Council decide what rate the new MYO Pavilion and Overlook would be rented at. Following the discussion, Cl'm Snyder moved to approve the amended resolution with the new MYO Pavilion and overlook at \$75 per day and with the Property Maintenance Fees amended to reflect all subsequent actions at \$50/hour and a minimum of one hour and Cl'm Hoke seconded. Motion carried.

The 2021 Wage Certifications were reviewed. Secretary Jackson, as Cpl. Wise was unavailable to do so, had prepared the Wage Certifications for the Uniformed wages. Manager Buker had prepared the Non-Uniformed Wage Certifications. The Certifications were approved with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoke, Ibberson, and Snyder.

Parks and Recreation—

Manager Buker provided an update on the efforts to secure an extension of the DCNR grant for MYO Park. The extension was granted and the grant will now need to be closed out by end of year 2021.

Cl'm Hoke provided an update that, after speaking with other contractors with experience with the type of pavement used on the walkways, that the MYO park walkway does not look noticeably different from other projects using the material.

Council discussed the potential items that could be held for a punch list. Manager Buker reminded Council that a final walkthrough was scheduled for December 10th, at 9 a.m. in MYO Park with YSM and Matthews Construction. Cl'ms Boyer and Snyder expressed interest in being at the walkthrough.

Cl'm Hoke moved to pay the 2nd Application for Payment from Matthews Construction as follows, seconded by Cl'm Snyder— to pay the bill using \$64,200.30 of the Bicentennial Funds in the Master Park Plan Legacy Account and to pay the remaining \$21,182.62 from the General Fund, and to seek reimbursement of the \$21,182.62 from the Dauphin County Local Share Municipal Gaming Grant. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoke, Ibberson, and Snyder.

Council also discussed how to approach permit code renewal for the MYO Park compost site. After discussing the system set up, the suggestion was offered by Manager Buker, after conversation with Secretary Jackson, that existing codes be valid until January 29th, 2021 and if an individual has not renewed at that point, the code will be removed. Not renewing a permit will not prevent an individual from purchasing a new one at a later point. Cl'm Hoke moved to proceed with the suggested course of action and to have Manager Buker share the details on Facebook. Motion carried.

Cl'm Boyer wants to postpone further Council discussion on MYO until the next meeting (January 13th).

Property—

Council discussed reopening the Borough Office as well as meeting format for 2021. A professional cleaning of the building was discussed, and after considering the current scientific understanding of how long COVID-19 remained viable on surfaces, it was determined that a professional cleaning would not be

conducted. Manager Buker, when asked by Council, shared that she and Water Authority Manager Nick McCarron are currently the only two people regularly in the building. Following news of the initial positive result, Manager Buker and Manager McCarron had both aggressively sanitized everything that the positive employees could've come in contact with. The crew has, for the duration of the pandemic, has kept disinfectant wipes in each vehicle and use them regularly. No one has expressed any nervousness regarding sanitizing and professional cleaning to Manager Buker; any nervousness centered around payroll and leave while pending test results. The building will remain closed at this point.

Outside groups that were meeting at the Borough will be notified as necessary, that anyone with COVID symptoms or out of state travel not attend meetings. Boy Scouts and Prom Committee meet in the basement meeting room; the VFW Auxiliary meet in Council chambers. Manager Buker was unaware of any scheduled meetings of any of the groups. Council will be meeting virtually for January 13th, and it will be a meeting-to-meeting decision if the next meeting will be in person, blended, or strictly virtual. This will be announced via Facebook.

Council discussed the two quotes available for truck repair for 2017 truck, which had hit the railroad bridge. The LJ Towing quote of \$634.52 was approved. Manager Buker and Cl'm Hoke were given discretion to have the hydraulics fixed if it is found that something is off.

Public Safety—

Cl'm Ibberson had nothing to report.

Streets—

Cl'm Dietz was curious about which streets were being reviewed. Manager Buker shared that Crew Leader Hoffman was developing a three-year plan, and that the plans would be integrated into Diamond Maps. Cl'm Dietz expressed a desire to see requests for bids to go out earlier in the year, and Manager Buker reminded Council that the Walnut Street sinkhole was anticipated to use all of 2021's liquid fuels monies.

Economic Development—

Cl'm Dietz had nothing to report.

Cl'm Boyer left the meeting at 8:27 p.m.

Mayor's Report—

Mayor Ibberson reported that Cpl. Wise would likely be out on recovery for several weeks, potentially until the first week of January. Cl'm Dietz requested that Manager Buker add Cpl. Wise to the list of Borough employees receiving get well cards.

Manager's Report—

Manager Buker reviewed the Manager's report that had been previously shared with Council and further updates. Manager Buker had altered a draft letter to a third-party code company, incorporating feedback from Cl'm Dietz.

Manager Buker had been hearing from client municipalities that had positive experiences with the alternate third-party code companies and that this was a low priority, long term project. There has been no update on when the Certificate of Occupancy for the Borough ADA project would become available, but the L&I check was returned to the Borough. Holiday lights are on and functional, and are being monitored by the crew.

Code Enforcement Report—

Manager Buker reviewed the report with Council, and shared that she had contacted the individual at 116 Pine Street about an abandoned vehicle and had a terse phone call. The call was partially recorded and the

individual acknowledged that he did not have any claim to the property. At Cl'm Snyder's inquiry, Manager Buker shared that she had not been threatened on the call and that the call was recorded only because of the high level of agitation from the individual.

Engineer's Report—

Manager Buker reviewed the report with Council.

Unfinished Business— No Unfinished Business.

New Business—

Council reviewed the draft notice for the 2021 Meeting Schedule. The second meeting in November will be brought forward to the Tuesday before due to the Thanksgiving holiday. With regards to the holidays that the Borough closes for, Council decided that the Borough will follow the Federal schedule. At Cl'm Snyder's suggestion, the notice will be amended to add language about checking with the Borough about meeting format prior to attendance. Cl'm Snyder moved to advertise the amended notice in the Upper Dauphin Sentinel, Cl'm Hoke seconded. Motion carried with yes votes from Cl'm Bowman, Dietz, Hoke, Ibberson, and Snyder.

Cl'm Hoke moved to pay the Kerwin and Kerwin invoice in the amount of \$9,100, seconded by Cl'm Ibberson. Motion carried with yes votes from Cl'm Bowman, Dietz, Hoke, Ibberson, and Snyder.

Council next reviewed the Volunteer Tax Relief eligibility list under Act 172. Cl'm Hoke moved to approve the list, seconded by Cl'm Ibberson. Motion carried, with an abstention from Cl'm Snyder.

Cl'm Snyder brought up the fact that Secretary Jackson's notary commission would expire in May 2021 and moved to approve a renewal package to allow Secretary Jackson to continue. Motion seconded by Cl'm Bowman. Motion carried with yes votes from Cl'm Bowman, Dietz, Ibberson, and Snyder. Cl'm Hoke was unavailable at the time.

Manager Buker, on behalf of Secretary Jackson, requested that Council approve the 2021 Wage Certifications to start on December 20th, 2020 so as to simplify payroll. Cl'm Snyder made that motion, Cl'm Bowman seconded. Motion carried.

Communications— No communications were discussed.

Organization Reports— No organization reports were provided. Cl'm Snyder moved that all appointees who had confirmed with Secretary Jackson that they would consent to reappointment be approved by Council. Seconded by Cl'm Hoke. Motion carried.

Next Meeting— The next meeting, held via Webex, would be Wednesday, January 13th, 2021 at 7 p.m.

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Kayla Buker
Borough Manager