

Millersburg Borough Council
January 13, 2021 Meeting Minutes
Via WebEx

Call to Order – President Dietz called the Council meeting to order at 7:07PM with Cl’ms Bowman, Boyer and Hoke 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 – Jeffrey Chubb, PennDOT Engineer, Gannet-Fleming; Nathan Troutman and Amie Savidge, Deibler, Straub and Troutman; John Hoffman (joined at 8:50PM).

Public Comment

President Dietz recognized Jeffrey Chubb who attended the meeting to review the State Route 147 Bridge Replacement Project details, including a revised detour. This project is planned for Spring of 2023 and should be of two months duration. The planned full detour for all traffic is 209 E to 225 N to 147N (all State Routes). PA Truckers Association will be notified of the detour by PennDOT in advance of the project. The Borough may erect “No Trucks” signage if desired. Mr. Chubb addressed all of Council’s concerns and there were no objections by Council. In the event of truckers using Borough streets as a detour, local Police are to be notified. Mr. Chubb left the meeting at the end of his presentation.

President Dietz next recognized Nathan Troutman who attended the meeting to review the Borough’s insurance coverages, renewing on January 15, 2021. Mr. Troutman gave information on our various carriers, 2020 dividends received, 2021 renewal premiums and his summary. He also introduced Amie Savidge who will be taking an active role in overseeing the Borough’s coverage. President Dietz thanked Mr. Troutman for his assistance in 2020. Mr. Troutman and Ms. Savidge then left the meeting.

Approval of Minutes – Motion by Cl’m Hoke, seconded by Cl’m Bowman to approve the minutes from the December 9, 2020 meeting as presented. Motion carried.

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

Committee Reports

Employee Relations

COVID-19 Policy – Council reviewed the draft policy. There was no action taken and the matter was tabled.

Finance and Risk Management

Sale of Mid Penn Bank Stock – Cl’m Bowman reported that the stock was sold at \$24 per share; totaling \$7,200. Edward Jones’ commission was \$178.95; the Borough received \$7,021.05, which has been earmarked for Christmas lighting electrical/wiring upgrades.

Parks and Recreation

MYO Park Renovation Project Update – Manager Buker reported that she and President Dietz were part of a walk through on January 12. The overlook pavers at the end of the seat wall have been replaced. The exposed electrical on the end of the seat wall was mortared over and the seat wall was centered. The grill has been replaced at Pavilion #1. Seeding needs to be done where the lawn was driven over. The DCNR sign was repaired. The repair of macadam walkway near the restrooms will wait until Spring. The macadam walkway that leads to the playground entrance will be replaced. An additional \$250 has been authorized for YSM to provide planting mock ups for Pavilion #3. Lighting at Pavilion #2 needs additional evaluation.

Additionally, Manager Buker reported that she has sent a formal request to the Dauphin County Gaming Grant Coordinator to allow reallocation of the \$11,368 remaining in the Borough's ADA Gaming Grant, requesting that it be put towards the MYO Park Renovations Gaming Grant.

Property

Police Department Security Window – Council reviewed a quote from Hershock's in the amount of \$10,935 to provide and install a fixed window with bullet resistant glass and bullet resistant wall panels beside and below the window. Mayor Ibberson will be consulted for his input regarding using some of the CARES Act funds for this expense.

Authority Office Window – Motion by Cl'm Hoke, seconded by Cl'm Bowman to authorize the Millersburg Area Authority Manager to proceed with having the service window for their front office replaced at the Authority's expense. Motion carried.

Report from Chairman – Cl'm Hoke reported that he met with Crew Leader John Hoffman today. Hoffman forwarded a master wish list which will be discussed at the January Committee meeting.

Public Safety

Cl'm Boyer reported that he has contacted Solicitor Kerwin to reschedule the meeting to review the Civil Service Commission's hiring process and is awaiting his response.

Streets

Handicapped Parking Request – 134 Pine Street – Manager Buker reported that she received a new application and recommends approval. Council reviewed pictures. A brief intermission was held to obtain additional pictures. Motion by Cl'm Hoke, seconded by Cl'm Bowman to grant tentative approval of the handicapped parking spot request including appropriate signage, pending receipt of the applicant's handicapped placard number. No curb cut-out is allowed. Motion carried.

Economic Development – No report.

Millersburg Area Ambulance Association Ad Hoc Committee – Council reviewed a written summary of the recent meeting provided by Cl'm Snyder.

Mayor's Report – No report. Police Department UCR was distributed to all Cl'ms.

Manager's Report – Written report was provided to all Cl'ms.

Snow Emergency Route – Cl'm Hoke questioned what could be done to address the problem of cars not being removed from the snow emergency routes in town. Suggestions included having the Mayor direct the police to enforce the ordinance and to have pre-arranged towing services available.

Engineer's Report – Council reviewed the written communique from Virginia Thornton. Manager Buker reported that floodproofing of the Welcome Center will be done in March and that no Public Works crewmember will be the primary contact for bid document review for the Walnut Street project.

Code Enforcement Report – Council reviewed the written report as submitted by Karen Zaporozec.

Unfinished Business

YSM Invoice – MYO Park Renovations Project – Council reviewed an invoice for the MYO Park Renovation project. Motion by Cl'm Boyer, seconded by Cl'm Bowman to pay the YSM invoice for \$2,404.40 from the Master Parks Legacy Account (Bi-Centennial Funds). Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz and Hoke.

Millersburg Area School District Gaming Grant Invoices – Council reviewed documentation provided by the School District. They were awarded a \$48,000 Gaming Grant from Dauphin County for security doors. The documentation provided included three invoices and proof of payment for same totaling \$80,618.25. Motion by Cl'm Bowman, seconded by Cl'm Hoke to advise Dauphin County that Council approves payment of the full grant amount to Millersburg Area School District. Motion carried.

New Business

2021 Memberships – Council reviewed PSAB 2021 membership renewal (\$402) and related items of 2021 Membership Directory extended listing (\$40) and Borough News subscriptions (8 at \$10 each). Motion by Cl'm Bowman, seconded by Cl'm Hoke to approve all items as presented. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz and Hoke.

Gannett Fleming Invoice – Council reviewed the invoice for \$2,338.75 for scoping efforts on the Welcome Center floodproofing project. Motion by Cl'm Hoke, seconded by Cl'm Bowman to pay the invoice as presented from the Capital Improvement account. Motion carried with yes votes from Cl'ms Bowman, Boyer and Dietz; Cl'm Hoke was unavailable to vote.

2021 Humane Society Contract – Manager Buker reviewed the highlights of the new contract. Motion by Cl'm Boyer, seconded by Cl'm Bowman to pay the \$250 contract fee, the \$1,353.95 on our account and to choose optional coverages of emergency rescue services and pick-up services. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz and Hoke.

Rennard Lot Consolidation – Mr. Rennard has applied to combine two lots he owns into one parcel. The parcels ID's are 46-012-001 (West Street) and 46-012-013 (177 North Street), which is Mr. Rennard's residence. Approval to proceed has been given by the Dauphin County Planning Commission and the Millersburg Borough Planning Commission. Motion by Cl'm Boyer, seconded by Cl'm Bowman to advise the Dauphin County Planning Commission that Millersburg Borough Council has no objections. Motion carried.

Cl'm Boyer left the meeting.

Communications – All communications were made available to Cl'ms.

Organization Reports

Millersburg Area Authority – December 7, 2020 meeting minutes were provided to all Cl'ms.

Millersburg Fire Company – October 13, 2020 and November 10, 2020 meeting minutes were provided to all Cl'ms.

Dauphin County Tax Collection Committee – September 16, 2020 summary meeting minutes were provided to all Cl'ms.

Next Meeting – President Dietz announced that the Council will meet next on January 27th.

The meeting was recessed to the Call of the Chair at 9:31PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary