

Committee of the Whole

Millersburg Borough

2.24.2021 in a hybrid format

The meeting came into session at 7:00 p.m. Present were Councilmembers Chris Dietz, Adam Hoke, Brian Hoch, Colby Snyder, Brent Boyer, and Alan Bowman. Also present were Borough Secretary Ann Jackson and Borough Manager Kayla Buker.

Public Comment and Guests--

Mr. Nick McCarron, Millersburg Area Authority Manager, was present for the discussion about reopening the Borough office to the public.

Employee Relations—

Council, Secretary Jackson, and Manager Buker were joined by Mr. Nick McCarron to continue the reopening discussion that had begun at the February 10th meeting. Mr. McCarron expressed that, as the new security window had been installed, the Authority's preparations to resume in person business were complete. Mr. McCarron expressed the following concerns from himself and from Authority employees—1) that the employee bathrooms in the hallway would be used by people who came to the building to conduct business, and 2) that the increased workload of screening unhappy Authority customers by Secretary Jackson and Manager Buker could lead to a degradation of the relationship between the Authority and Borough.

Secretary Jackson emphasized to Council that during the closure of the building to the public, all services have been offered in alternative methods (with the exception of notary service, which was suspended in December 2020). Additionally, Secretary Jackson shared details about the volume of people who have historically come into the building as well as the duration of these visits.

Manager Buker reiterated the logistical concerns that she had expressed in a document that had been sent out to Council prior to the meeting. In particular, Manager Buker expressed concern about how to handle aggravated visitors and how the public might perceive intervention from the Millersburg Police Department or the Pennsylvania State Police.

Manager Buker was directed to develop a draft reopening plan for Phase 1C of the vaccination schedule. She was further directed to investigate externally locking door handles for the employee bathrooms as well as Ring doorbells and similar situations.

Manager McCarron left the meeting at 7:42 p.m.

Secretary Jackson provided an update on the Fire Company Audit. She expressed some concerns about the structure of the audit as it relates to the bylaws of the Fire Company that were on file. Cl'm Snyder provided further information on when new bylaws would be adopted. Secretary Jackson was directed to bring up the discrepancies between the two sets of bylaws with the Fire Company auditors.

Secretary Jackson left the meeting at 8:00 p.m.

Council went into executive session at 8:03 p.m. to discuss a legal matter.

Council came out of executive session at 8:21 p.m.

Manager Buker was directed to call the CCIS leadership to discuss Mr. Ed Fegley's response to the letter sent on January 28th.

Finance and Risk Management-- There was no update for this committee.

Parks and Recreation--

Council reviewed options for demarcating the parking lot at MYO as well as incorporating fencing along the overlook and plantings throughout the area. Smucker Gardens provided a quote for \$1,150 for October Glory Maples and Red Twigged Dogwood. Matthew's Construction provided a quote for the fencing for \$8,200. Manager Buker was directed to investigate other companies for the fencing, and to have the Crew Leader get quotes for parking barriers and rebar for the parking lot.

Manager Buker gave a report from the recent MAWT Cherry Blossom Festival planning meeting. Council reviewed the draft version of the Facility Use Agreement for Cherry Blossom Festival in Riverfront and MYO Parks. Council directed Manager Buker to alter some of the language relating to masking requirements to indicate that the Organization is responsible for adherence to State guidelines. Manager Buker was given permission to share the Agreement with MAWT at the meeting the next evening.

Council went into executive session at 9:27 p.m. to discuss a personnel matter.

Council came out of executive session at 9:31 p.m.

Manager Buker was directed to work with the Crew Leader to get either the Leader or Manager Buker licensed to handle the Borough's Pesticide Applicator license.

Manager Buker reported to the Council about a phone call she had had with John Booth regarding the Ned Smith Festival. Council is open to having the Ned Smith Festival this year and the Facility Use Agreement for Cherry Blossom Festival would be the basis for the Ned Smith Festival Agreement.

Streets—

Cl'm Hoch discussed the work he and Manager Buker had done to find viable parking meter replacements. Cl'm Hoch had reached out to CivicSmart for a quote, Manager Buker was awaiting a quote from POM meters and had previously received one from ParkingBoxx. Cl'm Snyder asked about alternatives to metered parking and asked Manager Buker to reach out to PSAB and research Pittston, PA's parking setup.

Property—

Manager Buker provided an update on her research into the FEMA requirements for the Welcome Center in Riverfront Park. Failure to maintain insurance and floodproof according to FEMA requirements could lead to the Borough losing eligibility for disaster funds and negatively impact residents' ability to purchase affordable, federally backed flood insurance through the NFIP.

Public Safety—There was no update for this committee.

Economic Development-- There was no update for this committee.

Other Business-- There was no other business.

The next meeting will be March 10th, at 7 p.m. in a blended format.

Respectfully submitted,

Kayla Buker

Borough Manager