

**Millersburg Borough Council
Council Chambers
April 14, 2021 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 7:00PM with Cl’ms Bowman, 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 Bowman, seconded by Cl’m Hoke to approve the minutes from the March 10 and March 24, 2021 meetings as presented. Motion carried.

Public Comment – None.

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. Motion by Cl’m Bowman, seconded by Cl’m Snyder to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder.

Committee Reports

Employee Relations

At Chairman Snyder’s request, President Dietz called an executive session for personnel reasons at 7:12PM. Manager Buker left Council chambers, followed shortly thereafter by Secretary Jackson. The meeting was called back into regular session at 7:44PM with Ms. Buker and Ms. Jackson returning to Council chambers.

Motion by Cl’m Snyder, seconded by Cl’m Bowman to award the Borough Secretary-Treasurer and Borough Manager an additional 3% effective the next pay period. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder.

Public Works Employee Vacancy – Cl’m Snyder reported that we received 27 resumes for the position. There were six interviews scheduled over two nights. There was one no show. Council reviewed the resumes of the two front-runners. Motion by Cl’m Snyder, seconded by Cl’m Hoke to offer the Public Works crew member position to Shane Comp at \$17.50 per hour with a start date of April 26 or May 3, all contingent upon a positive background check. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder. President Dietz directed Manager Buker to request Mr. Comp’s references, check them and then extend the offer of employment provided that the references are positive.

Finance and Risk Management – Chairman Bowman had nothing to report.

Parks and Recreation

Grosser Excavating Invoice – Council reviewed the invoice for \$5,500 for hauling, moving and equipment use at the MYO compost site. Cl’m Boyer reported that the invoice should have been for \$5,400 and that he would request a corrected invoice. Motion by Cl’m Boyer, seconded by Cl’m Hoke to pay Grosser’s \$5,400 for cleanout of the MYO compost site. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder.

Revised Pavilion Rental COVID-19 Agreement – Council reviewed the updated agreement. Motion by Cl’m Snyder, seconded by Cl’m Hoke to approve the agreement as presented. Motion carried.

Welcome Center Receptacles Relocation – Manager Buker reported that this matter was reviewed at the March 24th Committee meeting. Lehman’s quoted \$525 to move the receptacles up to the required height per FEMA. Motion by Cl’m Hoke, seconded by Cl’m Bowman to approve Lehman’s quote for \$525. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder.

Welcome Center Flood Gates – Manager Buker reviewed four options for door flood barriers, as provided by Gannett Fleming. The gates are to be stored in the Borough Garage and taken down to the Welcome Center when needed. Motion by Cl’m Bowman, seconded by Cl’m Snyder to purchase three gates from Dam Easy, not to exceed \$3,000. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder.

Facility Use Agreement - Catfish Tournament – Keith Casey and Ken Miller request the use of MYO Park on July 17 and 18 for a catfish tournament. Motion by Cl’m Snyder seconded by Cl’m Hoke to approve the agreement as presented. A pavilion may be used at no charge. Motion carried. Manager Buker was directed to have them curb traffic through the Park.

Park Tree Trimming – Council reviewed quotes to rent a lift for tree trimming from Best Line Equipment and Double L rentals. Motion by Cl’m Hoke, seconded by Cm Bowman to rent the 60-foot lift from Double L Rentals for \$1,030, to be paid from the shade tree maintenance line item of the General Fund Budget. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder. The lift is to remain on the street while performing the trimming in Market Square and Veterans Parks.

Stump Removal Quotes – Council reviewed quotes provided by Swigart Tree Service for stump grinding of seven stumps in MYO and Seal Parks. Motion by Cl’m Bowman, seconded by Cl’m Hoke to approve the quote from Swigart for \$1,100 for full service, to be paid from the stump grinding line item in the budget. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder.

Matthew’s Bollard Replacement Repair Quote – Manager Buker reported that there was an insurance claim for the damage done at MYO Park, based upon Matthew’s Construction’s quote of \$6,800. We received \$6,300 (quoted repair cost less our \$500 deductible). Motion by Cl’m Snyder, seconded by Cl’m Hoke to approve the quote for \$6,800. Manager Buker is to confirm the newly approved location with Matthews and that this work will be done at no additional cost. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder.

JD1050 Tractor LandPro Clutch Replacement Invoice Overage – Cl’m Boyer reported that the invoice came in with a \$400 overage. An executive session was called at 8:42PM for personnel reasons. The meeting was called back into regular session at 9:06PM. Motion by Cl’m Snyder, seconded by Cl’m Bowman to pay the LandPro invoice for \$3,297.03 for the tractor clutch repair. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder.

Tanner’s Run Bridge – Cl’m Hoke and Manager Buker reported on damage to the bridge which was originally reported by Simon Heintzleman. Additional damage to one of the Little League dugouts was reported by Adam Wilbert. Cl’m Hoke received an estimate prepared by John Hoffman for \$700 for lumber from Klinger Lumber. Council would like to review a sketch of the bridge rebuild and revisit the lumber order. Manager Buker was directed to contact Imhof’s or Lehman’s for the dugout water fountain repair. The total cost of repairs will be submitted to our insurance along with the police report, once it becomes available. Council also directed Manager Buker to report the damages on the Borough’s Facebook page and to ask Park goers to keep an eye out for any vandals.

MYO Park Grand Opening – President Dietz directed Manager Buker to contact Mid Penn Bank to get their input for this event. Council will proceed with planning the details during the April Committee meeting. Preliminary ideas were to have food trucks, music and a presentation by the Borough.

Property

Reamer Tool Property Update – Council discussed Campbell Associate’s response to the Borough’s offer and directed Manager Buker to email Mr. Bowser to thank him for his presentation and to let us know if there is anything further that the Borough can do. This is to be followed up three weeks later asking their intent, since the Borough is thinking about marketing the property.

HVAC Quotes for Authority Suite – Cl’m Hoke reported that he has received one quote so far from C. F. Acri and Son for \$9,203. Mark Koppenhaver has quoted \$200-300 for electrical work. Cl’m Hoke would like to get an additional quote from W & W Residential Services.

Welcome Center Signs – Cl’m Hoke requested that the Sweet Treats signs be cleaned up on the property. Manager Buker will contact Cindy Shiffer.

Public Safety

Gene Stilp Demonstration – The event was held with no issues.

Request for Police to Attend Committee Meetings – Council directed Manager Buker to prepare a letter to the Mayor and to copy the police force asking that they attend Committee meetings on a quarterly basis to have more open channels of communication. The letter is to be drafted and sent to all Cl’m for review and input.

Streets

Walnut Street Sinkhole Update – Manager Buker reported that Virginia Thornton had no issues with Mid-State Paving. Ms. Buker has checked one available reference who gave positive feedback and will follow up with two additional references. Solicitor Kerwin has approved proceeding with the intent to award and notice to award, as he has determined that all appropriate bonds and insurances are in place. Motion by Cl’m Snyder, seconded by Cl’m Hoke to do a consolidated award of the Walnut Street Stormwater Improvement Project to Mid-State Paving for \$86,398. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder. Manager Buker was directed to use Gannett Fleming’s template to return bid bonds to the unsuccessful bidders.

Mr. Rehab Televising Update – Manager Buker reported that the project was completed over six days on selected streets. No invoice or report has been received yet. The invoice will be forwarded to Dauphin County for payment using 2020 CDBG funds.

Upper Paxton Township Salt Invoice – Council reviewed the Township’s invoice for \$4,306.50 for salt for this past season. Motion by Cl’m Hoke, seconded by Cl’m Snyder to pay the invoice as presented. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoke and Snyder.

Economic Development

Cherry Blossom Festival – The plans are progressing. Moore Street was suggested as a possible exit for the Car Show participants.

Millersburg Area Ambulance Association Ad Hoc Committee – Cl’m Snyder reported that they met recently. Cl’ms Boyer and Hoch were also present. Both Borough and Township representatives requested a plan from MAAA. The next meeting was set for May 19 at 6:30PM, where the status of the plan will be reviewed. Cl’m Snyder will also investigate cancelling the workers compensation coverage on volunteers since MAAA doesn’t have any.

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

Manager's Report – Written report was provided to all CI'ms. Manager Buker reported that there will not be any Dauphin County Prison trustees working the Clean Up Day event. Bobby Sechler will help with checking ID's and traffic control.

Engineer's Report – No report.

Code Enforcement Officer's Report – Council reviewed the written report as submitted by Karen Zaporozec. Council directed that Ms. Zaporozec keep the most egregious cases in mind, with reference to enforcement. Regarding the Gilbert Troutman property, President Dietz directed Manager Buker to contact Solicitor Kerwin and, pending his response, to contact the Dauphin County Land Bank to request an extension.

Unfinished Business

Appointment to Zoning Hearing Board Vacancy – The Borough received a letter of interest from Joelle Conshue. Motion by CI'm Snyder, seconded by CI'm Bowman to appoint Joelle Conshue to the vacant seat. Motion carried. Secretary Jackson offered to advise the Board Solicitor Guy Beneventano of the two newer members' names and contact information.

Request for Proposals – Building Code Officer – Council reviewed the RFP document and the associated legal notice. Motion by CI'm Snyder, seconded by CI'm Bowman to approve the RFP and to advertise for one Sunday in the Patriot News and on PSAB's website, not to exceed \$200. Motion carried with yes votes from CI'ms Bowman, Boyer, Dietz, Hoke and Snyder. Additionally, this is to be placed on the Borough's website. President Dietz directed Manager Buker to review the Borough's contract with CCIS regarding adding an alternate firm.

Borough Building Reopening Plan – CI'm Snyder offered to contact our EMC to discuss mass vaccination efforts for our employees. Council reviewed the draft plan drafted by Manager Buker. Language is to be added stating that any individuals visiting the Millersburg Area Authority office may not remain on the premises any longer than their business transaction lasts. Motion by CI'm Boyer, seconded by CI'm Hoke to enter the limited reopening portion of the plan as of June 1. Motion carried.

New Business – None.

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

Organization Reports

Upper Dauphin COG – President Dietz announced that these meeting may be restarted on a quarterly basis.

Millersburg Planning Commission – Minutes from January through April meetings were provided.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – February 9, 2021 meeting minutes were provided to all CI'ms. There was also a letter from the Audit Committee regarding their review of the records for year 2020.

Millersburg Area Authority – March 1, 2021 meeting minutes were provided to all CI'ms.

Dauphin County Tax Collection Committee – January 21, 2021 summary meeting minutes were provided to all CI'ms. Secretary Jackson reported that EIT collections are running higher than previous years. The next meeting will be in May.

Millersburg Ferry Boat Association – February 11, 2021 meeting minutes were provided to all CI’ms. President Dietz reported that the Falcon will be used this season since the Roaring Bull needs major repairs.

Dauphin Lebanon County Boroughs Association – President Dietz reported that the last meeting was held virtually.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – President Dietz reported that they reorganized.

Millersburg Civil Service Commission – Council is questioning the police hiring status. CI’m Snyder reported that Cpl. Wise is getting a membership application for the Dauphin County Chiefs of Police Association for review at the May Council meeting.

Millersburg Borough Safety Committee – Manager Buker reported that the March meeting was on tree trimming safety.

Next Meeting – President Dietz announced that the Council will meet next on April 28th.

The meeting was recessed to the call of the chair at 10:43PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary