

*Committee of the Whole*

*Millersburg Borough*

*7.28.2021 at 7 p.m.*

**Present:** Cl'm Alan Bowman, Cl'm Brent Boyer, Cl'm Chris Dietz, Cl'm Brian Hoch, Cl'm Colby Snyder

**Also Present:** Borough Manager Kayla Buker

**Guests:**

- Jason Miller, Millersburg Information Systems (departed the meeting at 8:20 p.m.)
- Bill Hale, Wooden Nickel (departed the meeting at 7:45 p.m.)
- Tammi Carta, Wooden Nickel (departed the meeting at 7:45 p.m.)
- Karen Zaporozec, Commonwealth Code Inspection Service (departed the meeting at 9:07 p.m.)

**Public Comment—**

Bill Hale, owner of the Wooden Nickel Restaurant at 219 Market Street, was presenting to Council about his plans for transforming the concrete pad on the lot at 169 West Street. Mr. Hale is seeking a Special Use Permit, as well as other permits as appropriate, to turn the concrete pad into an outdoor patio for the consumption of takeout from the Wooden Nickel (Phase 1), with the hope that the patio receives sufficient use to merit putting a seasonal kitchen on half of the pad (Phase 2). Council members asked Mr. Hale about his plans to address the following:

- 1) the safety of servers prior to the seasonal kitchen—Mr. Hale indicated the Patio would be takeout only and would not offer tableside service.
- 2) The security of the Patio when not in active use—Mr. Hale intends to have a permanent, 4-foot fence put around the perimeter.
- 3) The status of the Patio if it does not move to Phase 2—Mr. Hale feels that Phase 1 would be feasible to maintain even if demand for Phase 2 does not manifest.
- 4) The potential for issues with neighboring properties on the matter of noise and the view—Mr. Hale indicates he does not anticipate having live performances at the Patio at this time, and that there are other venues in town that have patrons who become loud in the evenings. Additionally, Mr. Hale is willing to explore landscaping options so that the views enjoyed by neighbors would not be turned into a view of a back wall of the fence.

After answering Council's questions, Council indicated that Ms. Zaporozec can work with Mr. Hale to proceed with acquiring permits to move forward. Mr. Hale and Ms. Carta departed the meeting after that.

Mr. Jason Miller, owner of Millersburg Information Safety, then addressed the members of Council on some quotes for security cameras at various locations in the Borough including Seal Park, MYO Park, the Borough Office, and the Pine Street Garage. Council discussed options for covering high priority areas, as well as which Borough staff members would have access to the footage. Concerns raised by Cpl. Wise of the Millersburg Police Department were discussed. Manager Buker was directed to get the openings at Pine Street Garage covered. Mr. Miller departed after this conversation.

Ms. Karen Zaporozec, the Zoning and Property Maintenance Officer employed by the Borough through Commonwealth Code Inspection Services, addressed the Council regarding her work in the Borough. Council asked Ms. Zaporozec about a property where tenants had been moved in prior to the owner receiving a Certificate of Occupancy from Ed Fegly (CCIS Building Code Officer). Ms. Zaporozec also answered Council questions regarding that property, as well as discussing the adoption of ordinances to support what is currently in existence in the Zoning and Property Maintenance Ordinances. Ms. Zaporozec highlighted that the Borough does not have Ordinances that allow for the inspection of interiors of homes, except in dire health and safety situations. Cl'm Boyer requested that Ms. Zaporozec provide sample ordinances that are used by other municipalities. Manager Buker invited Ms. Zaporozec to address the Planning Commission regarding a potential new zoning district and other alterations to the zoning ordinance at the September Planning Commission meeting. Ms. Zaporozec then left the meeting.

**Employee Relations**— Cl'm Snyder reported there were no items for this committee.

**Finance and Risk Management**— Cl'm Bowman reported there were no items for this committee.

#### **Parks and Recreation –**

Manager Buker provided an update on Seal Park/Tanners Run flooding, and was directed to contact Luanna Zimmerman with Upper Paxton Township and Fire Chief Doug Snyder to see if they have any insight to offer on getting an emergency DEP GP-11 permit to clear out Tanners Run.

Council was provided with a draft resolution to update Resolution 13-11, pertaining to community organizations putting temporary signs in the park. Additionally, Council was provided with a draft advertising notice for the MYO Park Grand Opening, an updated draft of the Wedding Brochure, and an update on the flood insurance for the MYO Park restrooms.

Manager Buker discussed her exploratory work about the possibility of a Movie in the Park as part of the MYO Park Grand Opening. Other plans for the Grand Opening are proceeding.

Council directed Manager Buker to cut off Park Bench sponsorships at 6 new benches in MYO Park and the 9 available benches in other parks.

#### **Streets—**

Council was informed that Gannett Fleming was still working on the cost estimates for addressing the storm sewer needs of Millersburg based on data from Mr. Rehab. Manager Buker shared that a meeting was set for 8:30 a.m. on Friday August 6<sup>th</sup> to discuss Gannett Fleming's performance on Borough projects. No more than three Council members may attend the meeting to discuss expectations and moving forward. Council was provided with a draft RFP for engineering services.

### **Property—**

Manager Buker provided an update on the quote received from Keys Flat Roofing to repair the damaged rubber roof section over the Police Department. Manager Buker was directed to ask RET to quote, as well as potentially Robert Koppenhaver Builders.

### **Public Safety—**

Ongoing discussions with the Borough Police Department regarding attendance at meetings on a quarterly basis continues. Cl'm Hoch will discuss attendance with the Department as part of the contract meeting that is being scheduled in the coming weeks.

**Economic Development-** Cl'm Dietz reported there was nothing to report for this committee.

### **Old Business—**

Council was informed that Manager Buker and Secretary Jackson are in the process of contacting the members of the Millersburg Civil Service Commission and assessing their readiness to move through the process of hiring a third police officer.

Cl'm Boyer had not heard anything further regarding the roundtable with the Dauphin County Commissioners and State Department of Community and Economic Development.

### **Other Business—**

Council reviewed the proposal from JH Williams, the Borough's current auditors, for a 3-year contract. Council had no objections to the fee schedule of \$7,100 for 2021, \$7,150 for 2022 and 2023. Manager Buker was directed to put this item on the agenda for the August 11<sup>th</sup> Council Meeting.

Manager Buker shared feedback received by the resident at 101 Center Street who had been granted a Handicapped Parking Spot. The resident did not like the location of the spot and requested to have it moved. Council considered the request but did not grant it. Manager Buker is to inform the resident of the decision.

Council chose to table discussion on profanity on flags at residences in the Borough.

Manager Buker shared a request from the Millersburg High School Boys Soccer Coach for potential volunteering options for the teams.

**The meeting adjourned at 10:05 p.m.**

*Items for the August 11th Council Meeting:*

- Purchase AEDs from Ark Safety
- Borough Security Cameras
- JH Williams 3 Year Contract
- Borough Resolution updating Community Signs in Parks