

**Millersburg Borough Council
Council Chambers
September 8, 2021 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 7:02PM 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/Public Comment – None.

Approval of Minutes – Motion by Cl’m Bowman, seconded by Cl’m Hoke to approve the minutes from the August 11 and August 25, 2021 meetings as presented. Motion carried.

Motion to Amend the Agenda – Motion by Cl’m Boyer, seconded by Cl’m Hoke to add “New Playground Mulch for Seal Park” under Parks & Recreation Committee on tonight’s agenda. Motion carried.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Bowman, seconded by Cl’m Hoke to accept the Financial Report for the month ending August 31, 2021. Motion carried. Motion by Cl’m Bowman, seconded by Cl’m Hoke 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 Leave Policy Update – Motion by Cl’m Hoke, seconded by Cl’m Bowman that any employee who needs to be off for COVID-19 related reasons shall use sick leave until a revised formal policy is adopted. The matter was then tabled until the September 22nd Committee meeting in order for Cl’m Snyder to be present.

Finance and Risk Management

ARPA Funds – Motion by Cl’m Hoke, seconded by Cl’m Bowman to issue hazard pay to the Borough’s current eight full-time employees at \$1,500 per employee and to use the remainder of the ARPA funds for stormwater improvements. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz and Hoke.

Parks & Recreation

Seal Park Playground Mulch – Motion by Cl’m Boyer, seconded by Cl’m Bowman to approve up to \$3,000 to purchase playground mulch from R&R Portable Storage and fabric from LB Water, to be used at the playground equipment in Seal Park. The expenses are to be split equally between Park Maintenance Supplies and Park Construction Supplies. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz and Hoke.

Tanners Run Flooding Update – Motion by Cl’m Boyer, seconded by Cl’m Hoke to authorize Manager Buker to spend up to \$3,000 for erosion and sedimentation work by Gannett Fleming. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz and Hoke.

Property – No report.

Public Safety – No report.

Streets

255 West Street Driveway Request – Manager Buker reported that Cpl. Wise approved the line of sight. Motion by Cl'm Bowman, seconded by Cl'm Hoke to approve the request to put in a driveway at 255 West Street. Motion carried.

Handicapped Parking Request – 134 Pine Street – Motion by Cl'm Boyer, seconded by Cl'm Hoke to continue the handicapped parking space at 134 Pine Street at no charge for the new owner, since all signage and painting is already in place. New owner is to complete the application and must comply with the ordinance. Motion carried.

Handicapped Parking Request – 176 Center Street – Motion by Cl'm Boyer, seconded by Cl'm Hoke to deny application for a handicapped parking space at 176 Center Street due to having three available parking spaces next to the house and safety concerns regarding the slope of Center Street.

Economic Development – No report.

Millersburg Area Ambulance Association Ad Hoc Committee – No report.

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

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

- 2018 CDBG Chelton Avenue – President Dietz directed Manager Buker to go through Brooke Echevarria, Chad Gladfelter and Erin Letavic for any closeout documentation still needed.
- MYO Park Grand Opening – Scheduled for September 16th at 6PM. Council directed Manager Buker to post this event on Facebook; have the Public Works Crew remove the dead red twig dogwood trees; and replace as many as possible prior to the event. Plaques for Tower recognizing Mid Penn Bank and for Playground Area naming site after Lorena Lemons need to be purchased.
- Manager Buker will be taking some time off during September and October.

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

Code Enforcement Officer's Report – Council reviewed the written report as submitted by Karen Zaporozec. President Dietz directed that the owner of the old car wash be cited.

Unfinished Business

Security Camera Quotes – Manager Buker updated Council on her research regarding wi-fi options. The matter was then tabled.

Swimming Pool Pump Motor Insurance Claim – Motion by Cl'm Hoke, seconded by Cl'm Bowman to pay to the Pool Association \$1,166.59, which represents the total received from EMC Insurance (\$1323.59) less the amount of the LB Water invoice paid by the Borough (\$157). Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz and Hoke. Council also requested that this year's Board meeting minutes and financials be provided for their review.

New Business

Facility Use Agreement – VFW Halloween Parade – VFW Post #5507 requests the use of Market Square and various Borough Streets on October 20th from 6 to 9PM for the Halloween Parade. Special requirements were reviewed. Motion by Cl'm Hoke, seconded by Cl'm Boyer to approve the agreement as presented with the user fee waived. Motion carried; Cl'm Bowman abstained due to being a VFW Board member.

Facility Use Agreement – VFW Window Painting Contest – VFW Post #5507 requests the use of various Borough sidewalks and Veterans Park on October 18th from 11AM to 5PM for the window painting contest. Special requirements were reviewed. Motion by Cl'm Hoke, seconded by Cl'm Boyer to approve the agreement as presented with the user fee waived. Motion carried; Cl'm Bowman abstained due to being a VFW Board member.

Trick-or- Treat Date – Motion by Cl'm Hoke, seconded by Cl'm Bowman to set Trick-or-Treat for Thursday, October 28th from 6 to 8PM. Motion carried.

2022 Minimum Municipal Obligations – Motion by Cl'm Bowman, seconded by Cl'm Hoke to approve the 2022 MMO's as prepared and presented by Secretary Jackson. Motion carried.

PSAB Borough Management Caucus Memberships – Buker, Jackson – Motion by Cl'm Bowman, seconded by Cl'm Hoke to renew the memberships for both Manager Buker and Secretary Jackson. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz and Hoke.

Facility Use Agreement – Just for Today Trunk or Treat – Just for Today requests the use of MYO Park on October 16th from 8AM to 5PM for a Fall Festival/Trunk of Treat. Special requirements were reviewed. Motion by Cl'm Hoke, seconded by Cl'm Bowman to approve the agreement with the user fee being waived, contingent upon receiving the appropriate certificate of insurance. Motion carried.

Communications – All communications were available for Cl'ms review. There was nothing requiring Council action. All Cl'ms were copied on MAWT's email regarding a pending donation to the Christmas lighting project.

Organization Reports

Upper Dauphin COG – Still on hiatus.

Millersburg Planning Commission – Manager Buker reported that there was no meeting this month.

- Nomination for Dauphin North Regional Planning Area of TCRPC – Motion by Cl'm Bowman, seconded by Cl'm Hoke to nominate Deb Everly to continue to serve as the representative for Dauphin North. Motion carried.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – July 13, 2021 meeting minutes were provided to all Cl'ms .

Millersburg Area Authority – July 12, 2021 meeting minutes were provided to all Cl'ms .

Dauphin County Tax Collection Committee – Will meet next week.

Millersburg Ferry Boat Association – May, June and July meeting minutes were provided to all Cl'ms.

Dauphin Lebanon County Boroughs Association – Next meeting will be in October.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Civil Service Commission – No report.

- Appointment of New Member – President Dietz declared Gary Ibberson’s seat on the Commission vacant. Motion by Cl’m Bowman, seconded by Cl’m Hoke to appoint David Martin to the Civil Service Commission to fill the remainder of Cl’m Ibberson’s term. Motion carried.

Millersburg Borough Safety Committee – No report.

Next Meeting – President Dietz announced that the Council will meet next on September 22nd.

The meeting was recessed to the call of the chair at 9:44PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary