

**Millersburg Borough Council  
Council Chambers  
October 13, 2021 Meeting Minutes**

**Call to Order** – President Dietz called the meeting to order at 7:00PM with CI’ms Bowman, Boyer, Hoch, 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/Public Comment** – None.

**Approval of Minutes** – Motion by CI’m Bowman, seconded by CI’m Hoch to approve the minutes from the September 8 and September 22, 2021 meetings as presented. Motion carried.

**Clarification on Amending the Meeting Agenda** – President Dietz clarified that any amendments to the meeting agenda cannot include spending money.

CI’m Bowman thanked the Council for sending him to the PSAB Annual Leadership Conference in Erie.

**Financial Reports** – Council reviewed the Financial Report. Motion by CI’m Bowman, seconded by CI’m Boyer to approve the Financial Report and Capital Improvement Report as presented. Motion carried. Motion by CI’m Bowman, seconded by CI’m Snyder to approve the Check Detail Report as presented. Motion carried with yes votes from CI’ms Bowman, Boyer, Dietz, Hoch, Hoke and Snyder.

**Committee Reports.**

**Employee Relations**

**Updated COVID-19 Leave Policy** – Council reviewed the draft as prepared by Manager Buker. The new policy creates a one-time 80 hour leave bank for each full-time employee. Addition language shall state that return to work is only by a doctor’s written authorization. If there is a possible encounter with an infected person, the employee is to leave work and once testing proves negative, return to work. The policy is to be shared with all employees. Motion by CI’m Snyder, seconded by CI’m Bowman to approve the policy with additional language. Motion carried.

**Finance and Risk Management**

**2022 Budget** – CI’m Bowman reminded Committee Chairmen to submit their proposals to Secretary Jackson prior to the October 27<sup>th</sup> Committee of the Whole.

**Parks & Recreation**

**Report from Chairman:**

**Seal Park Playground Mulch** – Mulch has been installed and mats were installed under the swings. The extra mulch has gone to MYO Park.

**Tanners Run Flooding** – The cleanout has been completed and the bridge has been rebuilt.

**Millersburg Ferry Boats** – CI’m Boyer is working with Bill Burch to develop a plan to show to Council to shave down the ledge at the river’s edge where the boats are dry docked. The Ferry Boat Association wants to put stone in. The State will be contacted for permitting.

Christmas Lights – All materials as previously presented have been ordered. Manager Buker reported that she has been contacted by someone from the Millersburg High School who offered a group of students who are looking to volunteer on October 29<sup>th</sup>.

New Park Benches – CI'm Boyer will review the placement of the new benches in the Parks.

### **Property**

Street Saw Quote – Council reviewed a quote from LandPro for a 16” street saw and accessories for \$2,607.95. Motion by CI'm Hoke, seconded by CI'm Bowman to approve the quote as presented. Motion carried with yes votes from CI'ms Bowman, Boyer, Dietz and Hoke. CI'm Hoch voted no. CI'm Snyder abstained due to being related to the LandPro salesman. Council directed Manager Buker to purchase one set of safety equipment, including a helmet with visor and hearing protection.

Request to Reallocate Capital Improvement Budget Line Item – CI'm Hoke would like to reallocate the \$2,400 budgeted for the Police Department window and directed that this item be placed on the October 27<sup>th</sup> meeting agenda.

Police Department Mold Issue – CI'm Snyder directed Manager Buker to contact a mold remediation specialist immediately and have the Public Works Crew cover the affected portion of the ceiling in the Police Department with plastic, seal it with duct tape and cover it with ceiling panels.

Police Department Roof Replacement – Council directed Manager Buker to contact Keys Roofing for their recommendation for budgeting purposes, including pricing of repairs to questionable areas, areas that must be done and full roof replacement. This will be reviewed at the October 27<sup>th</sup> meeting.

**Public Safety** – No report.

President Dietz called an executive session at 8:07PM for a report on police contract negotiations. President Dietz called the meeting back into regular session at 8:25PM.

### **Streets**

Handicapped Parking Request – 468 Union Street – Motion by CI'm Hoch, seconded by CI'm Snyder to deny the application for a handicapped parking space at 468 Union Street due to there being no registered car, multiple caregivers and the availability of off-street parking. Motion carried.

2022 Streets Project – Motion by CI'm Hoch, seconded by CI'm Bowman to authorize Gannett Fleming to create a bid package for work on Moore, Boyd, Church and North Streets, with Walnut Street as an alternate. Motion carried (no vote cast by CI'm Boyer who had stepped out of Council Chambers).

Swimming Pool Splash Pad – CI'm Hoch questioned the building project at the swimming pool and directed Manager Buker to obtain current information from Kathy Weiss. All building permit applications are to be amended to state that the applications are to be submitted to the Borough Office.

### **Economic Development**

Report on PSAB Annual Leadership Conference – President Dietz reported that he and CI'm Bowman attended the recent conference in Erie. We will be getting a new DCED regional representative. When asking for assistance from DCED, we should give a plan including financial information as well as a timeline.

**Millersburg Area Ambulance Association Ad Hoc Committee** – Cl'm Snyder reported that no plan has been presented yet. He will contact John Orr for an update. Cl'm Snyder then left the meeting to respond to a fire call.

**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. Council prioritized six listed items from the Long-Range Priority List and added three more.

President Dietz called an executive session at 9:00PM for discussion of legal matters. The meeting was called back into regular session at 9:18PM. President Dietz directed Manager Buker to get information from Solicitor Kerwin regarding Lot 26 for review and discussion at the October 27<sup>th</sup> meeting.

**Engineer's Report** – Written monthly report was provided to all Cl'ms. Council will review the draft Request for Proposals for engineering services at the October 27<sup>th</sup> meeting.

**Code Enforcement Officer's Report** – Council reviewed the written report as submitted by Karen Zaporozec.

### **Unfinished Business**

**Security Camera Quotes** – Cl'm Boyer reported that he requested Jason Miller provide updated quotes for Seal and MYO Parks. Cl'm Boyer would like to amend the proposals to reflect better positioning. Motion by Cl'm Bowman to adopt a security camera system as follows:

- 101 West Street, eight cameras, one in the hallway, two in the garage, one behind the garage, two in the Council room, two facing Veterans Park, for less than \$7,739
- Pine Street Garage, three camera system for \$3,030
- MYO Park, seven camera system for \$5,165
- Seal Park, six camera system, one at Pavilion #1, one at Pavilion #4, two at the restrooms, one at the baseball concession stand, one towards Tanners Run, for \$4,133.

There was no second. Council will focus on the quotes for the Borough Building and the Pine Street Garage at the October 27<sup>th</sup> meeting.

**Establishing Act 65 De Minimus Limit** – Council took no action.

**Setting Special Meeting Dates for Ordinance Work** – Motion by Cl'm Bowman to have the month of November schedule of events for the Council to be as follows:

- November 9 – write and/or rewrite ordinances for handicapped parking, zoning, property maintenance, park hunting and firearms
- November 10 – legislative session
- November 16 – rewrite or write protest permits, rental inspection, invasive plants, quick ticket for property code
- November 23 – Committee of the Whole and/or legislative to finish any of the above

There was no second. Motion by Cl'm Hoke, seconded by Cl'm Bowman to place an advertisement in the Citizen Standard announcing a Special Meeting on November 9, 2021 beginning at 6:00PM to work on the 2022 Budget and Quick Ticket Ordinance. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch and Hoke.

### **New Business**

**Facility Use Agreement – VFW Ladies Auxiliary Veterans Day Ceremony** – The VFW Post 5507 Auxiliary requested the use of Market Square and Veterans Park on November 11, 2021 from 6:00 until 8:00PM for a Veterans Day Observance. Motion by Cl'm Hoch, 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 – MAWT Christmas Tree Lighting Event – Millersburg Area Working Together requested the use of Market Square, Veterans Park and the Bandstand on November 26, 2021 from 5:00 until 9:00PM for a Christmas Tree Lighting and Concert Program. Motion by Cl'm Hoch, seconded by Cl'm Hoke to approve the agreement as presented with the user fee waived. Motion carried.

Facility Use Agreement – Millersburg Ferry Boat Dry Docking – The Ferry Boat Association requested the use of Riverfront Park between Pine and Keystone Streets from October 14, 2021 to May 30, 2022 to dry dock the ferry boats. Motion by Cl'm Boyer, seconded by Cl'm Hoke to approve the agreement as presented with the user fee waived, contingent upon receiving the Ferry Boat's certificate of insurance. Motion carried.

Disposition of State Aid Received for Volunteer Fire Relief Association – Secretary Jackson reported that the Borough received \$10,290.72 in State aid. Motion by Cl'm Bowman, seconded by Cl'm Hoke to pay \$10,290.72 to the Millersburg Fire Relief Association. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch and Hoke.

Disposition of State Aid Received for Borough Pension Plans – Secretary Jackson reported that the Borough received \$25,754.55 in State aid. Motion by Cl'm Bowman, seconded by Cl'm Hoch to pay the full amount plus any additional funds needed to PMRS to fulfill the 2021 MMO's. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch and Hoke.

Moose Gaming Grant Invoice – This matter was tabled until the next meeting.

**Communications** – All communications were available for Cl'ms review. There was nothing requiring Council action.

### **Organization Reports**

Upper Dauphin COG – Still on hiatus.

Millersburg Planning Commission – October 6<sup>th</sup> meeting minutes were distributed to all Clm's. Manager Buker reported that a new zone is being created, Downtown Business District, to preserve the mix of business and residential properties.

Millersburg Area Pool Association – March 24, 2021 meeting minutes were provided to all Clm's.

Millersburg Fire Company – Did not meet due to COVID-19.

Millersburg Area Authority – August 12 and September 13, 2021 meeting minutes were provided to all Cl'ms.

Dauphin County Tax Collection Committee – May 22, 2021 meeting minutes were provided to all Clm's.

Millersburg Ferry Boat Association – August 12, 2021 meeting minutes were provided to all Cl'ms.

Dauphin Lebanon County Boroughs Association – July 27, 2021 meeting minutes were provided to all Cm's. The next meeting will be October 26<sup>th</sup>. Secretary Jackson will RSVP for Millersburg officials.

Zoning Hearing Board – Manager Buker reported that there will possibly be an appeal for a variance from Erick Wolochuk, owner of Max's. President Dietz directed Manager Buker to contact Karen Zaporozec regarding Bill Hale and the Wooden Nickel.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Civil Service Commission – No report.

Millersburg Borough Safety Committee – No report.

**Next Meeting** – President Dietz announced that the Council will meet next on October 27<sup>th</sup>.

The meeting was recessed to the call of the chair at 10:14PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary