

**Millersburg Borough Council  
Council Chambers  
November 10, 2021 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 7:03PM 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.

Guest – Lizzie Baldwin

Approval of Minutes – Motion by Cl'm Bowman, seconded by Cl'm Hoke to approve the minutes from the October 13 and October 27, 2021 meetings as presented. Motion carried.

Amendment to the Agenda – Motion by Cl'm Hoke, seconded by Cl'm Bowman to add Borough Resolution No. 21-04 to the meeting agenda. Motion carried.

Public Comment – President Dietz recognized Lizzie Baldwin, Manager at the Johnson Memorial Library in Millersburg and the Northern Dauphin Library in Lykens. Ms. Baldwin introduced herself to the Council and stated that the Library would like to partner with the Borough and other local businesses and organizations in an effort to have a greater presence in the community. Following discussion, Ms. Baldwin left the meeting.

Financial Reports – Council reviewed the Financial Report. Motion by Cl'm Bowman, seconded by Cl'm Hoke to approve the Financial Report and Capital Improvement Report as presented. Motion carried. Motion by Cl'm Bowman, seconded by Cl'm Boyer 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**

2022 Wages for Non-Uniformed Employees – Council set the wages for the Non-Uniformed employees for next year and all appropriate line items were adjusted in the 2022 General Fund Budget.

**Finance and Risk Management**

2022 Budgets – Motion by Cl'm Bowman, seconded by Cl'm Hoke to tentatively adopt the General Fund Budget in the amount of \$1,170,893.64, the Highway Aid Budget at \$101,292 and the Capital Improvement Budget at \$113,760.72. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz and Hoke.

Borough Ordinance No. 1-21 – 2022 Tax Levies – Council reviewed the drafted resolution, which reflects no increase in real estate taxes or the shade tree tax. The increase in the fire protection tax is set by the contract between the Borough and the Millersburg Fire Company. Motion by Cl'm Boyer, seconded by Cl'm Bowman to advertise the tentative budget and the Tax Levy Ordinance one time in the Citizen Standard for formal adoption at the December 8<sup>th</sup> meeting. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz and Hoke.

**Parks & Recreation**

Cl'm Boyer reported that the Christmas lights are going up and things are progressing smoothly.

## **Property**

**Police Department In-Wall Dehumidifier** – Manager Buker reported on a second option. C.F. Acri personnel has offered to quote a PTAC unit with humidity settings. Cl'm Hoke will monitor this issue. The Mitigator will be coming to work on the mold remediation in the Police Department on November 19th.

## **Public Safety**

**Police Contract Negotiations** – President Dietz directed Manger Buker to find out if the letter of response has gone from the Borough to the Patrol Officers Association.

## **Streets**

**Gannett Fleming Surveying Quotes for 2022 Stormwater Project** – Council reviewed Gannett Fleming's proposal for surveying, designing, building and construction administration. The review of drawings and preparation of bid documents is to be completed between November 17, 2021 and January 17, 2022. Council requests design update meetings. Motion by Cl'm Bowman, seconded by Cl'm Boyer to approve Option 1, at \$94,700, and to include Walnut Street at an additional \$25,000. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz and Hoke.

**Borough Resolution No. 21-04** – This resolution establishes a 90-day trial period for the temporary installation of a stop sign on North Street at Boyd Street. Motion by Cl'm Bowman, seconded by Cl'm Hoke to approve Borough Resolution No. 21-04, establishing the trial period as November 30, 2021 through February 28, 2022. Motion carried. The resolution is to be copied to the Police Department and posted on the Borough's Facebook page.

**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. Manager Buker reported that a letter is expected from Arthur Deibler's engineer detailing the work that was performed on Lot 26.

**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. Council also reviewed drawings for 246 Market Street. Any recommendations should be forwarded to Ms. Zaporozec regarding closing up two windows. There was positive feedback from Council in that the building will have a new purpose.

**Unfinished Business** – None.

## **New Business**

**Millersburg Area Authority Board Member Borough/Township Split Change** – Both the Millersburg Area Authority Board and the Upper Paxton Township Supervisors have passed resolutions which change the split of the MAA Board membership from 5/2 to 4/3 (Borough/Township). Solicitor Kerwin has drafted Borough Resolution No. 21-04 which would establish the new split. This matter was tabled until the November 23<sup>rd</sup> Council meeting.

**Communications** – None.

## **Organization Reports**

Upper Dauphin COG – No report.

Millersburg Planning Commission – November 3, 2021 meeting minutes were distributed to all Clm's.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – August 10 and October 12, 2021 meeting minutes were provided to all Cl'ms.

Millersburg Area Authority – October 4, 2021 meeting minutes were provided to all Cl'ms.

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

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – Meeting was held on October 26<sup>th</sup>.

Zoning Hearing Board – No report.

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 November 23<sup>rd</sup>.

The meeting was recessed to the call of the chair at 9:20PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary