

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

Call to Order – President Dietz called the meeting to order at 7:00PM with Cl'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 – None.

Approval of Minutes – Motion by Cl'm Bowman, seconded by Cl'm Hoke to approve the minutes from the November 9, November 10 and November 23, 2021 meetings as presented. Motion carried.

Amendment to the Agenda – Motion by Cl'm Bowman, seconded by Cl'm Hoch to add a dumpster request for 258 Market Street to the meeting agenda. Motion carried.

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

Committee Reports

Employee Relations

2022 Wage Certifications – Council reviewed the proposed wages for 2022. Motion by Cl'm Snyder, seconded by Cl'm Bowman to approve the non-uniformed and uniformed employee wages as presented, effective December 19, 2021. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch, Hoke and Snyder.

Part-Time Public Works Position Pay Rate – Motion by Cl'm Snyder, seconded by Cl'm Bowman to authorize the Borough Manager to conduct interviews and make a recommendation for hire to Council, including setting an hourly wage. Motion carried.

Finance and Risk Management

2022 Budgets – Motion by Cl'm Bowman, seconded by Cl'm Hoke to 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, Hoch, Hoke and Snyder.

Borough Ordinance No. 1-21 – 2022 Tax Levies – This ordinance sets the real estate millage for 2022 at .695 mills for general purposes, .925 mills for fire protection services and .100 mills for shade tree purposes. Motion by Cl'm Bowman, seconded by Cl'm Hoke to approve Borough Ordinance No. 1-21. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch and Hoke. Cl'm Snyder abstained due to being an active member of the Millersburg Fire Company.

Borough Resolution No. 21-06 – 2022 Fee Schedule – Fees remain unchanged from 2021. Motion by Cl'm Bowman, seconded by Cl'm Boyer to approve Borough Resolution No. 21-06, establishing the 2022 fee schedule. Motion carried.

Parks & Recreation

ABC Tree Monkeys Retroactive Authorization – The quote of \$650 per tree for pruning and dead wooding was discussed at the November 23rd Committee of the Whole meeting, where direction was given to proceed. Cl'm Boyer, Public Works Crew Leader John Hoffman and Manager Buker did a walking tour of the parks to determine which trees were priority. Motion by Cl'm Bowman, seconded by Cl'm Snyder to retroactively approve choosing the nine trees most in need of work and to have ABC Tree Monkeys proceed for \$5,850, to be paid from the shade tree maintenance line item. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch, Hoke and Snyder.

Cl'm Boyer reported that the Christmas lighting project is complete and looks good.

Property – Chairman Hoke had nothing to report.

Public Safety

Central Square Invoices No. 335229 & 336219 – President Dietz reported that Invoice 336219 for \$1,762.90 is for annual software renewal and Invoice 335229 for \$6,000 is part of NIBRS grant which is for required software upgrades, per the Federal government. Motion by Cl'm Bowman, seconded by Cl'm Snyder to approve payment of both invoices as presented. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch, Hoke and Snyder.

Streets

Dumpster Request for 258 Market Street – Manager Buker reported that Rebecca Smith Witmer relayed an inquiry from Tim Knight to place a dumpster at 258 Market Street from December 27th through December 30th. Manager Buker requested Council input due to holiday shopping and parking. Motion by Cl'm Bowman, seconded by Cl'm Hoke to allow the placement against the curb only and to include advisement that the dumpster must be removed if there is a snow emergency put into effect. Motion carried.

2022 Storm Sewer Project Plan Review Timeline – Manager Buker reported that the surveying is complete and drawings are being prepared by Gannet Fleming. A walk-through is scheduled for December 21 which will include Cl'm Boyer, Manager Buker, and Andrew Crew and Kevin Fox from Gannet Fleming. Manager Buker will set up two Webex meetings in early January for Council to review the drawings.

Handicapped Parking Space Request – 913 Church Street – Manager Buker reported that the applicant is requesting installation of a handicapped parking spot on the grass area in front of the townhouse. Motion by Cl'm Snyder, seconded by Cl'm Hoch to deny the application based upon there being no existing parking, safety concerns and available parking in the rear of the property. Motion carried.

Driveway Request – 568 Race Street – Council reviewed a sketch submitted by the property owner, who would like to put stone in the rear yard to accommodate driving from Blosser Street to the rear patio of the property. Motion by Cl'm Hoch, seconded by Cl'm Snyder to approve the request as presented. Motion carried.

Cl'm Hoch complimented the Public Works Crew on leaf clean-up, the planters and the Christmas lighting project.

President Dietz directed Manager Buker to get an update from Karen Zaporozec regarding Lehman's windows.

Economic Development

Report from Chairman – President Dietz reported that the local businesses did a version of Shop Small on their own this year. CI'm Hoch questioned why the former Millersburg Hardware store does not have their windows covered, as required.

Millersburg Area Ambulance Association Ad Hoc Committee – CI'm Snyder had nothing new to report.

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

President Dietz left the meeting at this time and CI'm Boyer took over conducting the meeting.

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

Engineer's Report – No report.

Code Enforcement Officer's Report – Council reviewed the written report as submitted by Karen Zaporozec. Manager Buker reported that Solicitor Kerwin advised that there will likely be a hearing in January for 510/512 Moore Street. Council authorized her to request another extension from the Dauphin County Land Bank Authority.

Unfinished Business

Borough Resolution No. 21-05 - Millersburg Area Authority Board Member Borough/Township Split Change – This resolution changes the split of the Board make-up from five Borough residents and two Township residents to four Borough residents and three Township residents. Motion by CI'm Snyder, seconded by CI'm Bowman to approve Borough Resolution No. 21-05 as presented. Motion carried.

2022 Humane Society Contract – Manager Buker reported no notable changes from the current contract. Motion by CI'm Hoke, seconded by CI'm Bowman to approve the 2022 Humane Society contract as presented, choosing the animal emergency rescue services and opting out of pick-up services. Motion carried with yes votes from CI'ms Bowman, Boyer, Hoch, Hoke and Snyder.

Quick Ticket Ordinance Review – This matter was tabled.

Lot 26 Update – Manager Buker reported that the additional information requested from Mr. Deibler's engineer has not been received.

New Business

Smucker Gardens Invoice No. 2708 – Council reviewed the invoice for the Christmas trees, pine roping and loose greens for \$4,565. Motion by CI'm Snyder, seconded by CI'm Hoch to approve payment of the Smucker's invoice in the amount of \$4,565. Motion carried with yes votes from CI'ms Bowman, Boyer, Hoch, Hoke and Snyder.

Display Sales Invoice No. 30997 – Council reviewed the invoice for 300 replacement bulbs for \$1,344. Motion by CI'm Snyder, seconded by CI'm Hoke to pay the Display Sales invoice for \$1,344. Motion carried with yes votes from CI'ms Bowman, Boyer, Hoch, Hoke and Snyder.

Legal Notice for 2022 Meeting Schedule – Council reviewed the draft notice for 2022 meetings. Motion by CI'm Hoke, seconded by CI'm Hoch to place the 2022 meeting notice as presented. Meetings are set as reorganization meeting on January 3, regular Council meetings on the second Wednesday of every month, Committee meetings on the fourth Wednesday of every month, with the exceptions of November 21st and none in December. Planning Commission meetings will be on the first Wednesday of every month. The

notice is to be placed one time in the Citizen Standard. Motion carried with yes votes from Cl'ms Bowman, Boyer, Hoch, Hoke and Snyder.

Solicitor's Invoice for Services – Council reviewed the annual invoice for services rendered November 30, 2020 through November 30, 2021. Motion by Cl'm Snyder, seconded by Cl'm Hoke to pay the invoice as presented for \$9,900. Motion carried with yes votes from Cl'ms Bowman, Boyer, Hoch, Hoke and Snyder.

President Pro Tempore Boyer called an executive session at 8:46PM for legal matters. The meeting was called back into regular session at 8:56PM.

Act 172 Volunteer Firefighter Tax Relief Eligibility List – Council reviewed the list prepared and submitted by Chief Snyder. A \$250 earned income tax credit is available to those who have met the criteria. Motion by Cl'm Bowman, seconded by Cl'm Hoke to approve the list as presented. Motion carried. Cl'm Snyder abstained due to being an active member and due to his wife being listed.

Communications – Council reviewed the list provided. Following discussion about Senate Bill 775, Council directed Manager Buker to compose a letter to Senator John DiSanto's office detailing Council's position of supporting the concept, but opposing municipalities having to cover the expense of PTSI claims. The letter will go to Council by Friday of this week, with intention of sending it out by Friday of next week.

Organization Reports

Millersburg Area Authority – November 1 and December 6, 2021 meeting minutes were provided to all Cl'ms.

Dauphin County Tax Collection Committee – Secretary Jackson reported that the Committee met last month and that Chairman Skip Memmi has resigned his position due to moving out of the area.

Next Meeting – President Pro Tempore Boyer announced that the Council will meet next on January 3rd to reorganize.

Motion to adjourn the meeting at 9:14PM by Cl'm Snyder, seconded by Cl'm Bowman. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary