

**Millersburg Borough Council
Council Chambers
January 12, 2022 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 7:02PM with Cl'ms Boyer, Hoffman, Hoke, and Snyder present. Mayor Bowman and Borough Manager Kayla Buker were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests/Public Comment – Nathan Troutman and Curtis Keefer, *Deibler, Staub, and Troutman*. (Via Webex)

Approval of Minutes – Motion by Cl'm Hoke, seconded by Cl'm Boyer to approve the minutes from the December 8, 2021 meeting as presented. Motion carried.

Motion to Amend the Agenda – Motion by Cl'm Snyder, seconded by Cl'm Hoke to add “Judy Snyder Application for Fire Company Auditor” and “Dauphin County Tax Collector Exoneration” to the agenda, both under New Business. Motion carried.

2022 Insurance Renewal Review – Nathan Troutman and Curtis Keefer provided an overview of the insurance policies that the Borough carries, and highlighted changes from last year. Among these changes were a switch to a new cyber insurance provider and an increased deductible of \$25,000/claim, the impact of the experience modifier upon other policies, a lowered rate that was an update from when the printed packet was created, and a review of workers compensation insurance for the fire company.

Additionally, Mr. Troutman clarified the limits of the Borough's moonlighting policy. Borough Council directed Manager Buker to work with the Solicitor to notify the Police Officers of the clarified information about what jobs are covered by the policy, and what jobs and/or work environments are excluded by the insurance carriers. The Officers are to sign the letter as an acknowledgement and it is to be retained in their personnel files.

Mr. Troutman and Mr. Keefer left the meeting at 7:33 p.m.

Cl'm Hoke moved to accept the report and sign the appropriate documents, as per the table on page 4, and Cl'm Hoffman seconded. Cl'm Hoffman, Dietz, Snyder, Boyer, and Hoke all voted yes.

Financial Reports – Council reviewed the Financial Report. Cl'm Hoffman moved to accept the report; Cl'm Hoke moved to accept the Financial Report. There was no Check Detail Report available; it will be reviewed in February. Secretary Jackson will be asked to review the Fixed Asset Register at the February meeting as well.

Committee Reports

Employee Relations

Public Works Crew Update – Manager Buker shared an update on the Public Works Crew's efforts to handle the multiple snowstorms. There had been no complaints received about road conditions or plowing as of 1/12/2022.

Public Works Cell Phone Policy – Manager Buker then shared that some members of the Public Works Crew had expressed an interest in using their personal cell phones instead of carrying a Borough-issued phone. There is no existing cell phone policy that Manager Buker could use to grant this request. Manager Buker shared a draft policy with Council. The policy outlined options for a fulltime Public Works Employee

to choose to decline a Borough-issued phone and use their personal cell phone. The draft policy does not include any compensation if an employee opted to use their personal cell phone. The draft policy does include standards for maintaining the phone and plan, and a draft opt-out form that is to be used annually. Borough Council discussed whether or not to amend the agreement to include other employees outside of Public Works. Council chose not to include non-Public Works Employees. Council moved to conditionally adopt the Policy, provided that the Borough Solicitor was satisfied that the Policy did not create any potential legal issues with regard to records retention.

Finance and Risk Management – There were no items for this committee.

Parks & Recreation

Facility Use Agreement: Millersburg High School Baseball – Cl'm Snyder moved to approve the Millersburg High School Baseball team's facility use agreement for MYO Park's baseball diamond with the fee waived, and Cl'm Hoffman seconded. The motion was approved unanimously.

MYO Compost Code – Borough Council directed Manager Buker to allow all existing MYO Codes to be valid until the end of February. At that time, she is to disable any codes that have not been renewed.

Property – There were no items for this committee.

Public Safety – There were no items for this committee.

Streets

Keystone Community Additional Allocation – Stormwater – Manager Buker provided an update on the status of the project budget revisions resulting from Council adjusting the Scope of Work for the project and sought guidance on how to proceed. The original budget was insufficient to meet the documented need, and DCED had concerns about the Borough's project because of that insufficiency. Manager Buker sought a commitment of funds from Council or for Council to direct her to rescind the application for grant funds.

After vigorous discussion, Cl'm Hoke made the following motion with Cl'm Snyder seconding. The motion was "To remove Walnut Street from the Keystone Project Scope of Work and to commit \$60,000 of Borough funds to make up the gap. Manager Buker is to direct Gannett Fleming to continue developing the Walnut Street documents separately from the documents for the bid package." Cl'm Dietz, Boyer, Hoffman, Hoke, and Snyder all voted yes. Gannett Fleming is to be asked to attend the January Committee meeting to review the documents they have ready at that time with Council.

Economic Development – There were no items for this committee.

Millersburg Area Ambulance Association Ad Hoc Committee – There were no items for this committee.

Mayor's Report – Police Department UCR was distributed to all Cl'ms. Mayor Bowman provided an update to Council on a conversation he'd had with Dauphin County Commissioner Saylor, centered around PA DCED and the write in candidate for Council. Commissioner Saylor indicated that there had been leadership changes at DCED that delayed a promised visit to the community to discuss potential projects. Additionally, Mayor Bowman had asked Commissioner Saylor if he could uncover the names of a write-in candidate for a Council seat.

Additionally, Council members shared questions and concerns they had about police scheduling and presence at community events with Mayor Bowman so that he may address the matter with the officers at a scheduled meeting.

Manager's Report – Written monthly report was provided to all CI'ms. Manager Buker provided a verbal update on the capacity of Barry Isett to step into a zoning role for the Borough and the cost associated with it. Council chose not to further pursue the matter.

Engineer's Report – No report was provided.

Code Enforcement Officer's Report – Written report was provided. Manager Buker is to inform Ms. Zaporozec to remove the “kid gloves” and be firmer with residents while still maintaining compassion for residents.

Unfinished Business – There was no unfinished business.

New Business

2022 Memberships – Council was asked to approve subscriptions as detailed on the document from Secretary Jackson. CI'm Snyder moved to approve all listed, with 8 Borough News Subscriptions. CI'm Hoffman seconded that motion. CI'ms Boyer, Snyder, Hoke, Dietz, and Hoffman all voted yes.

Dauphin County Tourism Grants – Manager Buker asked Council to provide direction on what she should apply for grants to support. CI'm Hoffman moved, and CI'm Hoke seconded, that Manager Buker apply for grants for the Millersburg Tourism Brochure, the Millersburg Fire Company Fireworks, and to host a movie screening at MYO Park. The motion was approved unanimously.

Judy Snyder Letter of Interest, Fire Company Audit – Borough Representative – Council directed Manager Buker to discuss the matter with the Solicitor and see if there were any concerns about a potential conflict of interest. Additionally, Manager Buker is to confirm with Judy Snyder that she is not a social member of the Fire Company.

Dauphin County Tax Collector Exoneration – Borough Council was asked to exonerate the Dauphin County Tax Collector in the amount of \$32,900.11 and forward delinquent accounts to collectors. CI'm Snyder moved to do so, with CI'm Hoke seconding the motion. The motion was approved unanimously.

Communications – Listing not available.

Organization Reports

Upper Dauphin COG – Still on hiatus.

Millersburg Planning Commission – No report.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – Meeting minutes were provided to all CI'ms .

Millersburg Area Authority – December meeting minutes were provided to all CI'ms .

Dauphin County Tax Collection Committee – Meeting minutes were provided to CI'ms.

Millersburg Ferry Boat Association – No minutes available.

Dauphin Lebanon County Boroughs Association – Next meeting will be January 25th.

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 next Council meeting will be on February 9, 2022.

The meeting was adjourned at 9:36 PM.

Respectfully submitted,

Kayla Buker
Borough Manager