

**Millersburg Borough Council
Council Chambers
February 23, 2022 Committee Minutes**

Call to Order – President Dietz called the meeting to order at 7:45 PM with Cl’ms Hoch and Hoke present. Mayor Bowman, Public Works Crew Leader John Hoffman, and Borough Manager Kayla Buker were also present.

Guests/Public Comment – No guests were present at the meeting.

Committee Reports

Public Safety –

510/512 Moore Street— Manager Buker shared updates from Ms. Karen Zaporozec about this property. Manager Buker was directed to speak with Solicitor Kerwin about a warrant to allow Ms. Zaporozec to condemn the other half of the property.

Employee Relations –

Crew Leader Report— Mr. Hoffman shared some notes about upcoming work projects that the crew will be undertaking. Additionally, Mr. Hoffman had a list of large potholes/damaged road sections that would need patches over 10’ x 10’ throughout the Borough. President Dietz asked Mr. Hoffman to have a paving quote for the 2023 budget, which would be created in the fall. President Dietz also asked Mr. Hoffman to make special note of any intersections that would need work, as those intersections would need to be updated to ADA compliance. Mr. Hoffman left the meeting at 8:02 p.m.

Finance and Risk Management—

MIS Quotes—Sonicwall— Manager Buker shared that MIS had successfully installed the Sonicwall and that there had been minimal disruptions to the day-to-day work of the Borough.

MIS- Email Host Questions—Manager Buker shared answers provided by MIS in response to the questions Council had asked at previous meetings. MIS was not aware of anything on Microsoft 365 that would impede the @comcast.net email addresses permanently feeding into an @millersburgpa.org email address. Additionally, MS365 offers 50 gigabytes of email storage and 1 terabyte of One Drive storage per account at the basic \$6/month/user rate. Further, MIS indicated that there is a higher tier at \$12.50/month/user that provides upgrades to each user’s Microsoft Office Suite of programs. Manager Buker was directed to find out if the Police Department would also need to be transitioned to a similar plan, at either the basic or higher tier. The Council members present indicated that they would support having the Borough Secretary and the Borough Manager transitioned to the \$12.50/month/user tier.

Lorena F. Lemons Funds—A brief discussion was had about potential uses for the 2022 allocation from the funds Ms. Lemons left to benefit the Borough. No decision was reached,

but President Dietz did indicate his support of using the funds as a match for a larger grant and project.

Parks & Recreation—

Facility Use Agreements—Manager Buker shared draft facility use agreements for Cherry Blossom Festival, First United Methodist Church’s Sunrise Easter Service, the Fireworks Event, and the Ned Smith Festival. After sharing the current drafts, Manager Buker sought guidance from Council regarding the strictness of COVID-19 related protocols and requirements in the agreements. Council directed Manager Buker to maintain the current standard of strictness, where the Organization signing the agreement bears the burden of knowing and complying with the PA Department of Health regulations in place at the time of their event.

Cherry Blossom Festival— Manager Buker shared that planning is well under way. The next meetings are Monday February 28th and Monday March 28th. MAWT will be working to finalize the location for Mr. Sticky’s, who will be present on May 6th.

MYO Park Walkway Repair— Manager Buker shared that Matthews Construction LLC is scheduled to do the repair work the week of March 7th, weather permitting. Trevor Matthews had indicated that there would be a visible distinction between the existing paved walkway and the repair, but that it would fade in time as the material was exposed to the weather.

Security Cameras for Parks and Other Borough Owned Properties—Manager Buker requested that Council indicate their preferred timeline to resume the work to get security cameras for the Borough, particularly in the Parks as the summer season approaches.

Property –

RFP- 101 West Roof- Draft Review—Manager Buker requested that this item be tabled, but indicated it would be ready for the March 9th meeting as previously requested of her.

Update on Police Department North Wall—Manager Buker had been in touch with Ken Clean Masonry. Due to an injury suffered by the mason, the repairs of the North wall will likely be occurring in late May or early June. In the event that the recovery of the injury is not possible, Manager Buker cautioned that there may be a need to seek more quotes from other vendors.

Streets--

Storm Sewer Project Update—Manager Buker shared that there had been several minor corrections to the documents reviewed by President Dietz, Cl’m Hoffman, and Cl’m Boyer on February 22nd. This included updating contact information for the school bus coordinator, removing stray references to Walnut Street, and minor grammatical issues.

Parking Meter Future Discussion—This matter was tabled. Cl’m Hoch will meet with Manager Buker at 1:15 p.m. on Friday the 25th to walk the metered areas of town and discuss options.

Clean Up Date—Manager Buker has finalized the date (April 23rd) with the crew and will be asking Council to advertise at a future meeting.

Economic Development – There were no items for this committee.

Other Business—

Records Cleanout Schedule— EMC Grimm had met with Manager Buker to discuss the cots and wool blankets currently in storage in the Borough records room, as well as other EMC materials. The cots and blankets will be redistributed to the venues in town that are meant to serve as congregant shelters in the event of an emergency. Further records cleanout will occur once those materials are removed and there is sufficient space to evaluate the documents.

Moonlighting Letter Update—Manager Buker indicated that Officer Trego had been given new copies of the moonlighting letter previously sent to the officers, and that no signed version had been returned for the personnel files to her knowledge.

Next Meeting – President Dietz announced that the next Council meeting will be on March 9th, 2022.

Items for the March 9th Agenda—

- Email Host Update**
- Security Cameras**
- RFP Roof at 101 West**

The meeting was adjourned at 8:58 PM.

Respectfully submitted,

Kayla Buker
Borough Manager