

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

**Attendance** - Cl'ms Boyer, Dietz, Hoch, Hoffman, and Hoke. Mayor Alan Bowman and Borough Manager Kayla Buker Jackson were also present.

**Guests** – No guests were present.

**Public Safety** – There was no report for this committee.

**Employee Relations** – The scheduled report from the Public Works Crew Leader was heard in the Council meeting preceding the Committee meeting.

**Finance and Risk Management**

**MIS Projects Update** – Manager Buker shared that the email host transition was scheduled for April 1, 2022 and gave Council directions about what would be needed from them prior to and during the transition. Additionally, MIS has not yet indicated a time when Manager Buker can discuss logistics of installing the security cameras.

Cl'm Hoffman provided an update on his conversations with representatives from the school district about potentially assisting with the cost of the cameras at the parks. Nothing has been finalized. Manager Buker will be in touch with MIS to schedule the installation of the cameras at all locations and will be aiming to have park cameras in place before the summer busy season.

**School District Addition: Draft Letter** – Manager Buker presented a draft letter to Dr. Toth and Mr. Enders regarding the planned addition at the middle school/high school complex. President Dietz will review and then sign the letter once any corrections are made.

**Hazard Mitigation Plan** – Council was appraised of the scale of the Dauphin County Hazard Mitigation Plan and indicated to Manager Buker that they wished to adopt the County plan to remain eligible for various state and federal mitigation grants. It will be on the April 13<sup>th</sup> agenda for adoption as a resolution.

**Parks and Recreation**

**Cherry Blossom Festival Update** – Manager Buker shared that PennDOT had approved the highway closure permit needed. Volunteers for May 6<sup>th</sup> and 7<sup>th</sup> are still being sought.

**MYO Walkway Repair Update** – Due to weather conditions, Matthews Construction has not been able to make the repair. Cl'm Boyer has reviewed the boulders with Public Works.

**MYO Fence/Wall Design** – Council will be sent the original designs from YSM and Manager Buker will contact contractors once a design has been settled upon.

**Little League Flagpole Update** – Manager Buker reminded Council of how it came to be damaged and shared that she was hoping to have quotes for repair for the April 13<sup>th</sup> meeting. Cl'm Boyer shared his discussions with Public Works about their skill and comfort with doing masonry work.

**Sweet Treats Summer 2022 Season** – Manager Buker discussed season dates with the owner. Due to staffing concerns, the agreement will read May 1 through September 30<sup>th</sup> but the actual first and last days of business will be determined by the owner. This will be on the April 13<sup>th</sup> agenda for action.

**Riverfront Concession Stand Canopy** – At the end of 2021, the owner of Sweet Treats had inquired about adding a canopy to the Riverfront Concession stand. Council indicated that they would need to see details of the canopy before they would permit the addition.

### **Property**

**RFP for 101 West Street Roof** – Manager Buker shared that several contractors had inquired about the project, but no sealed bids had been received yet. Bids will be opened at the April 13<sup>th</sup> meeting. Manager Buker urged Council to be present that night.

### **Streets**

**Stormwater Sewer Project Update** – Gannett Fleming and Manager Buker would be meeting with prospective contactors at a mandatory pre-bid meeting on March 24<sup>th</sup>. The primary purpose of this meeting is to answer any questions the contractors have before they submit their bids. Bids will be opened at the April 13<sup>th</sup> meeting. Manager Buker urged Council to be present that night.

**Parking Meter** – Cl'm Hoch will meet with Manager Buker upon his return from travel.

### **Economic Development**

**Borough Vendor Selection Policy** – Council was presented with a draft policy to govern the Borough's purchasing to support local businesses. Council will review it and provide feedback.

**Community Resource Posting** – Council briefly discussed requests from organizations to have their information shared on the website. Council will revisit the matter at the next committee meeting.

### **Other Business**

**Council NIMS Training- ICS 100 and 700** – Council was reminded of the need to complete this training.

**Quality of Life Ticket Design** – Manager Buker is working on getting a ticket created to support the Ordinance and asked if Council had any criteria for the design that they wished to share. They did not.

Next Meeting – April 13, 2022, at 7 p.m. at 101 West Street.

Meeting adjourned at 8:57p.m.

Respectfully submitted,

Kayla Buker  
Borough Manager