

**Millersburg Borough Council  
Council Chambers  
April 13, 2022 Meeting Minutes**

**Call to Order** – Vice President Boyer called the meeting to order at 7:01PM with Cl'ms Campisi, Hoch, Hoffman, Hoke and Snyder (arrived at 7:11) present. Mayor Bowman, Borough Manager Kayla Buker and Secretary Jackson were also present. The invocation was given by Vice President Boyer, followed by the Pledge of Allegiance. Vice President Boyer welcomed new Cl'm Alexis Campisi.

**Guests** – John Etzweiler, 201 North Street  
Thomas Adair, 218 North Street  
Kevin Fox & Andrew Crew, Gannett Fleming

**Approval of Minutes** – Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve the minutes from the March 9 and March 23, 2022 meetings as presented. Motion carried.

**Public Comment** – Vice President Boyer recognized John Etzweiler, who resides at 201 North Street. Mr. Etzweiler reported that the installation of the stop sign on North Street at Boyd Street is effective in stopping about half the drivers. Manager Buker reported that the trial period will go until mid-May. Council agreed that higher visibility is needed. Mayor Bowman was asked to refer this issue to the Police Department for additional monitoring. Mr. Etzweiler also reported that there have been a number of accidents on North Street, just west of Market Street, due to the parked cars along North Street. He asked for the yellow curb on that block to be extended. Mayor Bowman was unaware of any accidents. Vice President Boyer asked the Mayor to look into this. Mr. Etzweiler asked if he could apply for a handi-capped parking spot and was referred to Manager Buker for assistance.

Mr. Adair, a resident at 218 North Street, complained about a dog constantly barking at 198 North Street. Both Mr. Etzweiler and Mr. Adair then left the meeting.

**Opening of Bids for 2022 Stormwater Project** – Kevin Fox, from Gannett Fleming reported that five contractors attended the mandatory pre-bid meeting. Three bids were submitted (Bid Tally attached to these minutes). There was an error on the bid form for the addendum, in which one line was repeated. Mr. Fox will discuss this with Solicitor Kerwin. Bid items were the base bid, as well as two alternates; one to enlarge the pipe under Boyd Street and the second one to replace the stormwater manhole on Church Street. Additionally, Gannett Fleming would charge \$120 per hour, plus \$32 per day for a full-time oversight field person; \$150 per hour, plus \$45 per day for a part-time person.

Motion by Cl'm Hoch, seconded by Cl'm Hoffman to award the project to Mid-State Paving for \$667,388.75 base bid, with both alternates of \$3,000 and \$6,000, contingent upon review and approval by the Borough engineer, review and approval by the Borough solicitor and confirmation of available funding. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoch, Hoffman, Hoke and Snyder. Both Mr. Fox and Mr. Crew then left the meeting.

Secretary Jackson requested direction on reactivating the Borough's credit line with Mid Penn Bank to cover the shortfall of \$160,000, as calculated by Manager Buker. Council would like to see repayment options for a construction line of credit, borrowing up to \$300,000 for up to six years.

**Opening of Bids for 101 West Street Roof Project** – Manager Buker reported that we received four bids. Bid Tally attached. All bidders provided liability insurance in the amount of \$1,000,000 as well as roof warranty information.

Motion by Cl'm Hoke, seconded by Cl'm Hoffman to award the project to HPCI Construction for \$29,850 to replace the roof at 101 West Street. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoch, Hoffman, Hoke and Snyder.

**Financial Reports** – Council reviewed the Financial Report. Motion by Cl'm Hoffman seconded by Cl'm Hoch to accept the report. Motion carried. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to accept the Check Detail Report. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoch, Hoffman, Hoke and Snyder.

### **Committee Reports**

Vice President Boyer recognized the passing of former Councilman Gary Ibberson and expressed his thanks for Gary's years of service to the Borough.

**Employee Relations** – Chairman Snyder had nothing to report.

An executive session was called for personnel matters at 8:39PM. The meeting was called back into regular session at 9:21PM.

**Finance and Risk Management** – Chairman Hoffman had nothing to report.

### **Parks & Recreation**

**Sweet Treats 2022 Agreement** – Council reviewed the draft agreement as prepared by Manager Buker. Council agreed to keep the rent at \$100 per month. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to approve the lease for Sweet Treats at \$100 per month rent plus utilities. Motion carried.

**Little League Flagpole** – Manager Buker reported that the Little League organization removed the damaged section of the base of the flagpole. The damage had been caused by one of the Public Works crew while mowing. The repair as described was acceptable to Council. Cl'm Snyder directed Manger Buker to find out the cost of the mulch and report that to him.

**Report from Committee Chairman** – Chairman Boyer reported that clean-up of the parks continues.

### **Property**

**2002 Ford Repair Estimate** – Council reviewed the quote from RW Maust Jr. garage to replace the cross member on the 2002 truck. Motion by Cl'm Hoke, seconded by Cl'm Snyder to approve the repair, up to \$1,200. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoch, Hoffman, Hoke and Snyder.

**Public Safety** – Chairman Snyder had nothing to report.

### **Streets**

**549 Union Handicapped Parking Application** – Council discussed the re-application. Motion by Cl'm Hoch, seconded by Cl'm Hoffman to deny the application based on it not conforming to the Borough ordinance. Motion carried.

**Stormwater Public Communications Update** – Manager Buker reported that she is working on this and requested up to \$2,000 to cover design, printing and postage. Motion by Cl'm Hoch, seconded by Cl'm Snyder to approve up to \$2,000 for this expense, to be paid from the Borough's portion of the project. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoch, Hoffman, Hoke and Snyder.

Gannett Fleming Invoice No. 6904 – Motion by Cl'm Hoke, seconded by Cl'm Hoch to pay Gannett Fleming Invoice No. 6904, in the amount of \$13,825, using ARPA funds received by the Borough and to seek reimbursement from the DCED Keystone Grant for Invoice No. 6904. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoch, Hoffman, Hoke and Snyder.

2021/2022 Upper Paxton Township Salt Bill – Motion by Cl'm Hoch, seconded by Cl'm Hoke to pay the invoice for \$5,263.72 for salt for the 2021/2022 season. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoch, Hoffman, Hoke and Snyder.

Parking Meter Walk-Through – Chairman Hoch will do a walk-through with Manager Buker and Crew Leader John Hoffman. In the meantime, the poles without meter heads are to be removed for safety reasons. Manager Buker will instruct the crew.

Economic Development – No report. Vice President Boyer reminded Cl'ms to read the Main Street Ordinance draft.

Millersburg Area Ambulance Association Ad Hoc Committee – Cl'm Snyder reported that he attended the recent meeting for public officials and Halifax and Millersburg Ambulance Associations' representatives. This meeting also included a merger consultant and was informational in nature.

### Mayor's Report

- The 2013 Interceptor repairs will be done at Maguire Ford.
- Officers communicated that the starting salary for new officers may be too low. Mayor will confirm that the officers have the most recent contract amendment which raised the starting salary.
- Officers communicated that the residency requirement may need to be revisited. It was noted that both the starting salary and resident requirement concerns are more appropriate for the contract negotiating committee.
- Cl'm Hoffman reported that John Boyer contacted him and would like to be scheduled for part-time police hours. This matter was referred to the Committee of the Whole meeting for further discussion.

### Manager's Report

- Written monthly report was provided to all Cl'ms.
- There is a Cherry Blossom Festival planning meeting on April 18<sup>th</sup>. Volunteers are still needed.
- There has been some Park vandalism. Installation of the security cameras is scheduled for MYO and Seal Parks.
- Manager Buker provided clarification to Bill Specht regarding a grant for Tanners Run work.
- Cl'm Snyder asked who is responsible for trimming street trees. Manager Buker responded that this is the responsibility of the property owner. The same applies to sidewalk repairs.
- We are still waiting for a court date regarding 510/512 Moore Street.

Engineer's Report – The bulk of Gannett Fleming's work was performed on the Stormwater repair project.

Code Enforcement Officer's Report – Written report was provided to all Cl'ms. Manager Buker reported that Ms. Zaporozec is back to a twice a week schedule for work within the Borough.

Unfinished Business – Nothing.

### New Business

Borough Resolution No. 22-05 Adopting Dauphin County 2021 Hazard Mitigation Plan – This resolution allows the Borough to stay eligible for federal grants. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to approve Borough Resolution No. 22-05. Motion carried.

**Communications** – Council reviewed the listing. There was nothing requiring Council action.

**Organization Reports**

Upper Dauphin COG – The next meeting will be held on Thursday, April 21<sup>st</sup>. Millersburg Borough is hosting.

Millersburg Planning Commission – April 6, 2022 (draft) meeting minutes were provided to all CI’ms. Gerry Duke will be attending the April 27<sup>th</sup> Committee of the Whole meeting to present the draft of the ordinance to create the Main Street District.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – February 8, 2022 meeting minutes were provided to all CI’ms .

Millersburg Area Authority – March 7, 2022 meeting minutes were provided to all CI’ms .

Dauphin County Tax Collection Committee – January 19, 2022 meeting minutes were provided to all CI’ms.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – The next meeting will be a Zoom meeting on April 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.

The meeting was recessed to the Call of the Chair at 10:06PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary