

**Millersburg Borough Council  
Council Chambers  
May 11, 2022 Meeting Minutes**

**Call to Order** – President Dietz called the meeting to order at 7:05PM with Cl'ms Boyer, Campisi (arrived at 7:26PM), Hoffman and Hoke present. Mayor Bowman, Borough Manager Kayla Buker and Secretary 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 Hoffman, seconded by Cl'm Hoke to approve the minutes from the April 13 and April 27, 2022 meetings as prepared. Motion carried.

**Public Comment** – None.

**Financial Reports** – Council reviewed the Financial Report. Motion by Cl'm Hoffman seconded by Cl'm Hoke to approve the report for the month ending April 30, 2022. Motion carried. The DC CARES Act funds will be utilized to cover the gross amount of Daniel Wise's final leave payout. Manager Buker was directed to readvertise the open part-time positions for a parking meter attendant and a Parks employee. Manager Buker was also directed to contact Schlegel Concrete & Construction and Mid-State Paving to obtain estimates on the Pine Street sidewalk replacement.

Motion by Cl'm Boyer, seconded by Cl'm Hoke to accept the Check Detail Report. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

**Committee Reports**

**Employee Relations** – No report.

**Finance and Risk Management**

**Mid Penn Bank Line of Credit Proposal** – Council reviewed the proposal provided by Mid Penn Bank. The first year would require interest only payments. After the end of the first year, the line of credit would turn into a term loan with fixed monthly payments. Motion by Cl'm Hoffman, seconded by Cl'm Boyer to approve opening a line of credit with Mid Penn Bank at \$300,000 for 6 years at 2.85% tax free and for Secretary Jackson to provide any additional documents needed. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

**Parks & Recreation**

**Facility Use Agreement – VFW Memorial Day Parade** – VFW Post 5507 requests the use of Market Square and various streets on May 30, 2022, from 8:00AM to 11:00AM for the Memorial Day parade. Motion by Cl'm Hoke, seconded by Cl'm Boyer to approve the agreement as presented with no user fee. Motion carried.

**Ferry Boat Launching** – This is scheduled for Sunday, May 22<sup>nd</sup>. Public works crew members are interested in volunteering to help and would use the Borough's backhoe. Council expressed concern about insurance coverage in this instance. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to allow the crew members to volunteer and use the Borough's backhoe if they are fully covered by the Borough's insurances or to pay them if it does not. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke.

## **Property**

Daniel Miller House Lease Renewal – Connie Deibler wishes to continue as tenant. The new lease begins on June 1, 2022 and keeps the rent at \$75 per month plus utilities. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the lease at \$75 per month plus utilities. Motion carried.

## **Public Safety**

President Dietz called an executive session at 7:45PM for personnel reasons. The meeting came back into regular session at 8:24PM.

Daniel Wise Gap Insurance – Mr. Wise's health insurance coverage through the Borough will end on May 31, 2022. Council reviewed two sample month-to-month plans. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to forward the plan specifications for Capital Blue Cross Gold PPO 2150/10/20 medical plan to Solicitor Kerwin to share with the Police Bargaining Unit's Attorney and to follow Solicitor Kerwin's advice for retirement benefit documentation. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke.

## **Streets**

R.W. Maust Garage Invoice No. 10375 – The invoice for the 2002 truck crossmember repair came in over the amount previously approved by Council. Motion by Cl'm Boyer, seconded by Cl'm Hoke to approve payment to R.W. Maust Garage for \$1,251.07. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke.

R.W. Maust Garage Estimate for 2002 Truck Spreader Replacement – Council reviewed the estimate for \$4,252.87. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve up to \$5,000 to replace the spreader and to pay this expense from Liquid Fuels funds. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke.

R.W. Maust Garage Estimate for 2017 Truck Spreader Repair – Council reviewed the estimate for \$2,626.39. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve up to \$3,500 to repair the spreader and to pay this expense from Liquid Fuels funds. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke.

Handicapped Parking Request – 503 Moore Street – Manager Buker reported that she received this request and recommends approval. Motion by Cl'm Hoffman, seconded by Cl'm Boyer to approve the application, contingent upon receiving consent from the property owner. Motion carried.

Economic Development – President Dietz reported that the Cherry Blossom festival was held on May 7<sup>th</sup>. Cl'm Hoke added that Manager Buker handled things well.

Millersburg Area Ambulance Association Ad Hoc Committee – No report.

## **Mayor's Report**

PA State Mayor's Association Annual Conference – Mayor Bowman requested permission to attend the conference in July. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve the \$250 registration fee for Mayor Bowman as requested and to pay this expense from the Council training line item in the budget. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke.

## **Manager's Report**

Written monthly report was provided to all Cl'ms. Regarding the Keystone grant, none of Gannet Fleming's engineering services invoices will be covered because DCED does not consider work done under a contract started before the grant period to be eligible, even if the work done falls within the grant period. Council approved moving the \$25,000 of the Keystone Grant previously allocated for engineering services to the allocation for construction costs. As a result of the reallocation the Borough will need to pay for engineering services with priority being given to other grants or Liquid Fuels funds. Regarding renewing our SAM account, Manager Buker is attempting to obtain a copy of the Borough's Articles of Incorporation from the PA Department of State. She will continue to work on this.

Cl'm Hoke questioned when pothole repairs will begin. Manager Buker will instruct the Crew Leader to move on to pothole repair and line painting as soon as they are finished up on the Seal Street sinkhole.

**Engineer's Report** – Written monthly report was provided to all Cl'ms.

**Code Enforcement Officer's Report** – Written report was provided to all Cl'ms. Manager Buker reported that the owner of 313 Market Street has received approval to have two trees removed and is aware that she must replant. Regarding the tree removal, Manager Buker advised Council to expect to see a street closure request for Center Street on the June Council meeting agenda.

## **Unfinished Business**

**Borough Ordinance No. 3-22 – Main Street District Zoning Overlay** – Council reviewed the final draft which included Council's prior feedback. The Public Hearing was set for June 8<sup>th</sup> at 6:30PM. Motion by Cl'm Boyer, seconded by Cl'm Hoke to advertise Borough Ordinance No. 3-22 and the Public Hearing once in the Citizen Standard. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke.

**Public Notice – Main Street District Zoning Overlay** – Council reviewed Manager Buker's draft letter to the affected property owners. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the letters with noted changes. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke.

**Post Signage – Main Street District Zoning Overlay** – Council reviewed the sample poster. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the signage with changes. Motion carried.

**Workers Compensation Leave Policy** – Secretary Jackson provided feedback on the draft as prepared by Manager Buker. President Dietz directed that the policy be re-worked.

**North & Boyd Street Stop Sign** – The end of the ninety-day trial period is approaching. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to create an ordinance amendment to make the sign permanent and to advertise the ordinance for adoption at the June 8<sup>th</sup> Council meeting. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke.

## **New Business**

**Heim's Disposal Service, Inc. Clean Up Day Invoice** – Council reviewed the invoice for \$2,126.73 for delivery of the cans and disposal. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve payment to Heim's Disposal for \$2,126.73 for the Clean-Up Day expense. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke.

**Communications** – Council reviewed the listing. There was nothing requiring Council action. Regarding the Borough's request for Millersburg Area School District to cover a shortfall in the funds needed to pay the invoice for security camera installation at MYO Park, Dan Troutman had made a request. President Dietz

directed Manager Buker to respond by providing Mr. Troutman with the total number of cameras installed in MYO Park and to follow up with a second email after discussing how to share the footage with Solicitor Kerwin.

### **Organization Reports**

Upper Dauphin COG – The next meeting will be held on Thursday, May 19<sup>th</sup> at Upper Paxton Township.

Millersburg Planning Commission – May 4, 2022 (draft) meeting minutes were provided to all CI'ms.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – No report.

Millersburg Area Authority – April 4, 2022 meeting minutes were provided to all CI'ms .

Dauphin County Tax Collection Committee – Secretary Jackson reported that they will meet next week.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – No report.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Civil Service Commission – No report. President Dietz requested that Mayor Bowman have the group reorganize and prepare for administering the Corporal's test.

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